



**Chatham County Billing and Collections**

PO Box 910 (Mailing Address)  
192 West Street (Physical Address)  
Pittsboro, NC 27312-0910  
919-542-8270 (office)  
919-542-0998 (fax)

## Water Account Update Form

Account Number: \_\_\_\_\_ Customer ID #: \_\_\_\_\_

Service Address: \_\_\_\_\_

### Type of Change Requested:

**Update Bill Delivery:**

Bill Delivery Options:  Print Only  Email Only  Both: Print and Email

**Update Telephone Number:** \_\_\_\_\_

**Update Email Address:** \_\_\_\_\_

**Update Monthly Bill Mailing Address:**

**New Mailing Address:**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Changes can only be requested by the account holder.
- Mailing address must match the address on file with the US Postal Service.
- Telephone number provided may receive phone calls or texts and email address may receive emails regarding water outages and impending disconnection of water service for nonpayment.

\_\_\_\_\_  
**Account Holder Printed Name**

\_\_\_\_\_  
**Account Holder Signature**

\_\_\_\_\_  
**Date**

**Office Use:**

Name: \_\_\_\_\_ Date Processed: \_\_\_\_\_  Scanned