



City of Pasadena – Water Billing Office
 P.O. Box 1337
 Pasadena, TX 77501-1337
 713.475.5566 – Office
 713.475.2534 - Fax
 Email address: wbcsc@ci.pasadena.tx.us
 Website: <http://www.ci.pasadena.tx.us/>

Authorization to Make Changes on an Account

All information must be complete and a copy of your driver's license or id must be provided to process this request. Please indicate the option being requested. **IMPORTANT: Please contact the office to verify that your request was received.**

Account# _____ Name on Account: _____
 Driver's License# _____ Service Address: _____
 SSN _____ Phone# _____
 Email Address: _____

<input type="checkbox"/> Authorization to Change Mailing Address			
Old Address:		New Address:	
Street# _____	City _____	Street# _____	City _____
State _____	Zip Code _____	State _____	Zip Code _____

Authorization for Change of Name (May require additional documentation and/or deposit)

New name to be on account _____

Reason for name change (i.e., marriage, divorce, sale of business) _____

Authorization To Add Account Holder (this requires an SSN in addition to an id# or driver's license#)

I hereby request and authorize the City of Pasadena to add _____ to my utility account as an account holder.

Driver's License # _____ SSN# _____

Phone # _____ Relationship to Customer: _____

Customer Signature _____ Additional Account Holder's Signature _____ Date _____

To be completed by City of Pasadena staff only: Entered By: _____ Date: _____