

Termination of Service

Village of Richmondville Richmondville Power & Light

Date: _____, 20_____

Account Name: _____

_____ Owner _____ Tenant

Service Address: _____

Forwarding Mailing Address:

Phone Number: (_____) _____

I am vacating the above service address location on (date) _____. I understand the calculation of the final bill will be dependent upon the date the notification to terminate the service is received in this office. I understand that if I provide advance notice, the meter reading for my final billing will be taken on the date I am vacating the premises. If I have not provided advance notice, then the meter reading will be taken as soon as possible. If either date falls on a Saturday or Sunday, the meter read will be taken on the following Monday.

Customer Signature _____