

# KIMBERLY WATER UTILITY - ACCOUNT CHANGE REQUEST

Services only Kimberly in the 54136 zip code

Email: [waterbilling@vokimberly.org](mailto:waterbilling@vokimberly.org) Call: 920-788-7500 or

Mail or Deliver to: Village of Kimberly, 515 W Kimberly Ave, Kimberly, WI 54136

**Property ADDRESS:** \_\_\_\_\_

I'm not moving, I need to UPDATE my: Name / Phone / Mailing address:

FROM \_\_\_\_\_ TO: \_\_\_\_\_

## I want to END Service (Moving OUT) –

1. WHEN does responsibility for the water usage change hands?
2. NAME on account to be closed?
3. PHONE number for account to be closed?
4. Is the ending account for an owner (selling property) or a tenant (renter)?
5. What is the name of who will be responsible for the bill after you?
6. By law the account holder must be sent the final bill. WHERE should it be mailed to?  
\_\_\_\_\_
7. By our policy, landlords will receive a copy of the final bill if their address is on the account file. Should a copy go to anyone else (name & address)?  
\_\_\_\_\_

## I want to START Service (Moving IN) –

1. WHEN does responsibility for the water usage change hands?
2. WHO is the new account for?
  - a. a new owner that will be living at the property?
  - b. a new owner of a rental property?
  - c. a new renter?
3. NAME(S) on new account?
4. PHONE number for new account?
5. How many DOGS will you be bringing into the Village?
6. Bills are mailed to property address unless you specify a different address (write it below).  
\_\_\_\_\_

## ***Welcome to the Village of Kimberly!***

Check out the Village website: [www.vokimberly.org](http://www.vokimberly.org)

- Authorization form to have the Village **auto-withdraw your utility bill payments** directly from your banking account *on the due date*. (Go to: Departments / Water Utility.) Or click here: [Application for Automatic Withdrawal from your bank account for water bills](#)
- You can link to our **online bill payment partner** to view and pay your bill. Do a one-time payment or set up recurring payments to fit your monthly budget. They accept credit / debit cards for a fee or checks & electronic funds for free! (Go to: Departments / Water Utility.)
- **Garbage & Recycling Schedule** (Go to: Departments – Street.) Or click here: <http://www.vokimberly.org/departments/street-department>
- The **Kim-Talk** is a quarterly publication that contains information that affects Village residents; holiday schedules, planned projects, events, etc. plus a listing of Municipal office phone numbers and email addresses. It is also mailed to your home for easy reference.
- Save time at the polls and **update your Voter Registration**. Visit our website for more information or go to [www.MyVote.wi.gov](http://www.MyVote.wi.gov) to electronically register.