

## KIMBERLY WATER UTILITY - ACCOUNT CHANGE REQUEST

Services only Kimberly in the 54136 zip code

Email: [waterbilling@vokimberlywi.gov](mailto:waterbilling@vokimberlywi.gov) 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 new owner that will be living at the property?
    - ☐ A new owner of a rental property?
    - ☐ 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 the property address unless you specify a different address (write it here).
- \_\_\_\_\_

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

Check out the Village website: [Home - Village of Kimberly, Wisconsin \(vokimberly.org\)](http://vokimberly.org)

- **Auto-withdrawal.** Set up your utility bill payments to draw directly from your banking account *on the due date*. [Automatic Utility Payments \(vokimberly.org\)](http://vokimberly.org)
- **Pay or view your bill online.** Make a one-time payment or set up recurring payments to fit your monthly budget. PSN (Payment Service Network) accepts credit/debit cards for a fee or checks/electronic funds for free! PSN also offers the option to view your bill online. [PSN - Your Complete PAYMENT, BILLING & COMMUNICATIONS Solutions Provider! \(paymentservicenetwork.com\)](http://paymentservicenetwork.com)
- **Garbage & Recycling Schedule** [Refuse-and-Special-Collection-2023.pdf \(vokimberly.org\)](http://vokimberly.org)
- 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 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 MyVote Wisconsin, [Home \(wi.gov\)](http://wi.gov) to electronically register.