



# City of Duncan

SO# \_\_\_\_\_  
Connect Fees \_\_\_\_\_  
on the new customer \_\_\_\_\_

Customer Service Department \* 1600 S HIGHWAY 81\* Duncan, OK 73533  
\*Ph: 580.252.0250 \* Fax 580.251-9679

## APPLICATION FOR UTILITY SERVICE

All information must be completed for service to begin. You may send your application by email to [custsvc@duncanok.gov](mailto:custsvc@duncanok.gov), or by mail to 1600 S HIGHWAY 81, Duncan, OK. 73533 Attn: Customer Service. **A legible lease agreement or closing paperwork and 2 forms of I.D. (one must be a picture id) are required with all applications.**

**Applications must be processed no later than 4:30 pm in order to receive same day service.**

Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Account Number \_\_\_\_\_

Transfer \_\_\_\_\_ SO# \_\_\_\_\_

Previous Accounts \_\_\_\_\_ Services provided: \_\_\_\_\_ Water \_\_\_\_\_ Electric  
\_\_\_\_\_ Sewer \_\_\_\_\_ Garbage

Service address \_\_\_\_\_ Beginning service date \_\_\_\_\_

Is address going to be occupied? \_\_\_ Yes \_\_\_ No Occupant is the: \_\_\_ Owner \_\_\_ Renter

Mailing Address (if different from service address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

In care of \_\_\_\_\_  
**Primary Account Holder**

Legal Name – Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ SSN \_\_\_\_\_

Date of Birth \_\_\_\_\_ Type of I.D. \_\_\_ Drivers License or State ID \_\_\_ Other

ID # \_\_\_\_\_ State Issued \_\_\_\_\_ Country Issued \_\_\_\_\_

Employer / Position \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

COMMERCIAL ONLY: Business Name \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**Co Account Holder** Fully authorized to make changes to account? \_\_\_ Yes \_\_\_ No

Legal Name – Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ SSN \_\_\_\_\_

Date of Birth \_\_\_\_\_ Type of I.D. Drivers License or State ID Other

ID # \_\_\_\_\_ State Issued \_\_\_\_\_ Country Issued \_\_\_\_\_

Employer / Position \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**Emergency Contact: In case of an emergency who should we contact? Someone not living at the service address.**

**Emergency Contact** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

### Payment Options

- Auto Draft** Funds will be transferred electronically from your bank account. There are no penalties, no check writing and no mailing. Enrollment form and voided check are required.  Yes  No
- Drop Box** *Located at 1600 S Hwy 81 in the front drive you will see green poles on the left side of the driveway the silver box is in the middle.*
- Pay by Phone** Payments may be made by phone over the IVR line: [866-224-6372](tel:866-224-6372). *Watch for applicable processing fees.*
- Pay Online** Payments are accepted on our website at [www.duncanok.gov](http://www.duncanok.gov). *Watch for applicable processing fees.*
- Payment by Mail** As always, payments are accepted via U.S. Mail. Payments are processed Monday - Friday. *When mailing your payment, please allow additional time for for your payment to reach us.*
- Payment at Kiosk** A payment machine is located at 708 W Willow. *Watch for applicable processing fees.*

**Warm Up Round Up** Round your bill to nearest dollar and the difference will be donated to Christians Concerned, a United Way Agency, which supplies utility funding to applicants in a time of need according to their guideline.

**WARM UP OPT – OUT SIGN HERE:** \_\_\_\_\_

**Commercial Accounts:** All commercial account applicants must contact the Community Development Department to determine details on receiving a Certificate of Occupancy for use of the commercial space as is required by state and local building codes (City Code Section 12-387). Failure to make contact with the Community Development Department may result in discontinuance of utility service.

**Certificate of Occupancy verified:**  Yes  No  N/A

\*The Primary account holder is responsible for any damages caused to meters at the service address resulting from work that is not performed by a City of Duncan Employee while the account is active. All water at the service address is to be off when a connect is in progress. If water is on at the service address, the City of Duncan is not responsible for any charges or damages.

\*The completed application along with a deposit or an approved Letter of Credit must be received before service can be started. Service orders will be completed the same day when processed by 4:30pm. For all new accounts:

***A connect fee of \$20.00 per metered service will appear on your first statement.***

\*The Primary account holder agrees to pay the adopted rates set forth by the City Council for the City of Duncan / Duncan Public Utilities Authority and follow regulations governing said services. This application becomes a financial contract upon the establishment of utility service.

**Account holder Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Co Account holder Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Customer Service Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

**Deposit** \$ \_\_\_\_\_

\* Residential deposits are eligible to be refunded after five (5) years from the date the deposit is posted for accounts that have no more than two late payments, no cutoffs and no insufficient checks. Deposit refunds will be processed as a credit on the account.