



Inspired by a brighter tomorrow.

# City of Palo Alto Account Change Request

**UAC**

Please complete the following information to add or remove someone from your utilities account. Document must be signed by the account holder before any permanent changes are made to the account.

\_\_\_\_\_  
Service Address

\_\_\_\_\_  
Account Holders Name (Print)

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
CA Driver License

\_\_\_\_\_  
Last 4 of SSN

The undersigned hereby acknowledges that once a party has been added to the account, they are given full access to all account details. The added party is also authorized to open and close the account and make any changes to the account, such as mailing address information, contact phone number, etc.

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Date

## Change Requested

**Request to Add Authorized User to Account**

\_\_\_\_\_  
Name of Party to be Added (Print)

\_\_\_\_\_  
Relation to Account Holder

\_\_\_\_\_  
Social Security Number (Required)

\_\_\_\_\_  
Phone Number

The undersigned hereby acknowledges that by adding his/her name to the account, they are also assuming full financial responsibility for all charges for utility services provided to the account.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Request to Remove Authorized User**

\_\_\_\_\_  
Name of Party to be Removed

\_\_\_\_\_  
Last 4 Digits of SSN

\_\_\_\_\_  
Reason for Removal

City of Palo Alto Utilities, Customer Service Center 250 Hamilton Ave., Ground Floor, Palo Alto, CA 94301  
Tel. 650 329-2161 Fax. 650-321-2786 Hours Mon – Thur 8:00 am to 5:30 pm Friday 8:00 to 4:30 pm  
Email: [UtilitiesCustomerService@cityofpaloalto.org](mailto:UtilitiesCustomerService@cityofpaloalto.org) Web: <http://www.cityofpaloalto.org/depts/utl/default.asp>

Rev 12/2/2016