



## APPLICATION FOR COMMERCIAL WATER SERVICE

DATE:		NAME OF PERSON FILLING OUT APPLICATION:	
COMPANY NAME:		TAX ID#:	
NAME OF PERSON TO CONTACT REGARDING ACCOUNT:			
PHONE NUMBER OF PERSON TO CONTACT REGARDING ACCOUNT:			
ADDRESS OF SERVICE:		CITY/STATE:	ZIP:
BILLING ADDRESS:		CITY/STATE:	ZIP:

OFFICE USE:

ACCOUNT NUMBER:		
INSIDE CITY LIMITS:		OUTSIDE CITY LIMITS:
DEPOSIT:		SERVICE FEE:
IRRIGATION TAP LONG:		SHORT:
WATER TAP – LONG:		SHORT:
SEWER TAP – LONG:		SHORT:
SEWER INSPECTION:	ELECTRICAL INSPECTION:	MOVE-IN FEE:
BORING FEE:		

**\*\*BORING FEE FOR WATER TAPS - \$35.00 PER FOOT UP TO 2" CONNECTION, ANYTHING LARGER BORE FEE IS \$70.00 PER FOOT. BORE FEE FOR SEWER TAPS - \$70.00 PER FOOT UP TO A 6" CONNECTION, ANYTHING LARGER BORE FEE IS \$75.00 PER FOOT.\*\***

# CITY OF WILLIS, TEXAS

## SERVICE AGREEMENT

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- I. PURPOSE: The City of Willis, Texas' Public Water System or Utility, (hereafter referred to as "City") is responsible for protecting its water supply from contamination or pollution which could result from improper plumbing practices. The purpose of this service agreement is to notify each customer of the plumbing practices and restrictions which are in place to provide this protection. The City enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the City will begin service. In addition, when service to an existing connection has been suspended or terminated, the City will not re-establish service unless it has received a current and valid signed copy of this agreement.
  
- II. PLUMBING RESTRICTIONS: **All plumbing restrictions are subject to the currently adopted plumbing code and will be enforced accordingly.** The City reserves the right to adopt updated plumbing codes and provide regulation on plumbing within the City's service area as it determines necessary. The following is a general list of unacceptable plumbing practices which are prohibited:
  - A. No direct connection between the City water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the City water system by an air-gap or an appropriate backflow prevention device as determined by the City.
  
  - B. No cross-connection between the City water supply and a private water system, or other water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure-zone (RPZ) backflow prevention device as determined by the City.
  
  - C. No connection which allows water to be returned to the City water supply is permitted.
  
  - D. No pipe or pipe fitting which contains more than 0.25% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
  
  - E. No solder or flux which contains more than 0.2 percent lead may be used for the installation or repair of plumbing at any connection which provides water for human use.

III. SERVICE AGREEMENT: The following are the terms of the Service Agreement between the City of Willis, Texas and:

NAME:	PREMISES:
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- A. The City will maintain a copy of this agreement for as long as the customer and/or the premises are connected to the City water system.
- B. The customer shall allow his property to be inspected for possible cross-connections and other unacceptable plumbing practices as determined by the City. These inspections shall be conducted by the City or its designated agent prior to the plumbing practices taking place and prior to initiating new water service when there is reason to believe that cross-connections or there unacceptable plumbing exist; or after changes to the plumbing facilities have taken place. The inspections shall be conducted during the City's normal business hours.
- C. The City shall notify the customer, in writing, of any cross-connections or other unacceptable plumbing practice which has been identified during the initial inspection or periodic re-inspection.
- D. The customer shall immediately correct any unacceptable plumbing practice as identified by the City and test and maintain any backflow prevention device required by the City. Copies of all testing and maintenance records shall be provided to the Public Water System.

IV. ENFORCEMENT: If a customer fails to comply with the terms of this Service Agreement, the City shall terminate water service and require that the customer properly repair or replace the deficiency and/or install, test and maintain appropriate backflow prevention device(s) at the service connection before service can be reestablished. Any expense associated with the enforcement of this agreement shall be billed to the Customer.

**\*\*By signing this agreement, you accept and agree to be bound by all the terms and conditions of this agreement. If you are signing on behalf of your employer or another entity, you represent and warrant that: (i) you have full and legal authority to bind your employer or such entity to these terms and conditions; (ii) that you have read and understand this agreement; and (iii) that you agree on behalf of the party that you represent, to this agreement. If you don't have legal authority to bind, please do not sign below.\*\***

Customer's Signature:	DATE:
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State of Texas           §  
County of Montgomery   §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_, in his/her individual capacity.

\_\_\_\_\_  
Notary Public in and for the State of Texas  
My Commission expires: \_\_\_\_\_

# CITY OF WILLIS DIRECT DEBIT/CREDIT CARD DEBIT APPLICATION

## **How does Direct Debit work?**

Direct Debit lets you authorize the payment of your utility bill directly from a checking account or credit card. Direct Debit means you will not have to worry about late payment fees or bother with envelopes, stamps, and mailboxes.

## **How will I know how much is being deducted?**

You will still receive a copy of your bill. If you have any questions about specific charges, simply contact the Willis City Hall. Otherwise, your bill will be paid automatically.

## **When will my bill be paid?**

The Direct Debit automatically takes place approximately five (5) business days after you receive your bill.

## **What do I save with Direct Debit?**

Since your bill is paid automatically, you save on check charges, postage, and time.

## **What if I decide I do not want Direct Debit?**

Simply notify us in writing and we will discontinue your enrollment.

## **How do I put Direct Debit to work for me?**

Just complete and return the Application

Please complete the "Direct Debit Application" section and then sign the "Authorization Agreement". Next, complete the Checking Account Debit Section.

Please continue to pay your bill as usual until a message appears on your bill stating that the bill will be paid by Direct Debit.

## **DIRECT DEBIT APPLICATION**

(This section to be completed on ALL applications)

Name (as shown on bill):			
Utility Account Number:			
Physical Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:

## **Authorization Agreement:**

I hereby authorize the City of Willis and the financial institution designated in this application to charge the account I have specified for payment of my monthly service. I understand that a \$20.00 fee will be charged to my account for each request returned for non-sufficient funds. If two requests are returned for non-sufficient funds, I will be excluded from the plan. In addition, I understand that both the financial institution and the City of Willis reserve the right to terminate this payment plan/ and or participation therein. At any time I may elect to discontinue my enrollment in this plan. If I so chose, I will provide written notice, upon receipt of my bill, to the City of Willis.

Signature:	Date:	Phone Number:
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## **CHECKING ACCOUNT DEBIT**

Financial Institution:			
Address:	City:	State:	Zip:
Account Name (as it appears on your checks):			
Checking Account Number:		Checking Account Routing Number:	

Auto pay using your checking account will be debited between the 4<sup>th</sup> -10<sup>th</sup> of the month.

To avoid a late notice charge, it is your responsibility to inform the City of Willis of a change in your account number.

## **CREDIT CARD DEBIT**

**\*\*Credit Card Debits will be done on the 15<sup>th</sup> of each month. In some cases if the 15<sup>th</sup> falls on a weekend then it will be debited the Friday before the 15<sup>th</sup>. \*\* Credit Cards will be charged a 3.5% convenience fee.**

To sign up for auto pay using your credit card you will need to go to: <https://www.eonlinebill.com/bapp/willis/index>. Once at the site if you have not registered your account you will need to do so, then it will give you the option to set up auto pay using your credit or debit card.



**CITY OF WILLIS, TX UTILITY BILLING**  
**CUSTOMER RELEASE OF INFORMATION AUTHORIZATION FORM**

Information in your City of Willis, TX Utility Billing customer account record, including information regarding customer usage, services, and billing, including amounts billed or collected for utility usage, is generally excepted from disclosure under Texas Government Code, Chapter 552 (Public Information Act)\* However, The Texas Utilities Code, Chapter 182 (Rights of Utilities Customers) provides that a customer of a government-operated utility may request that the government-operated utility disclose personal information in a customer's account record, including the customer's address, or any information relating to the volume or units of utility usage or the amounts billed to or collected from the individual for utility usage. Additionally, a customer or a representative of the customer may receive information excepted from disclosure if the information directly relates to utility service provided to the customer and is not otherwise confidential by law.

This form enables you to request disclosure of certain information under the Texas Utilities Code, Chapter 182. If you wish to request disclosure of your information, please check the boxes below and return this form. If you do not want your information disclosed, you do not need to complete this form.

**Release of Information:**

Customer Name:	Account Number:
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- I authorize City of Willis, TX Utility Billing to disclose:
  - My personal information and/or
  - Information regarding my usage, services, and billing, including amounts billed or collected for utility usage
- to:

Name:
Address:
Phone No.:

- I authorize the City of Willis, TX Utility Billing to release my account information to the public upon written request by any member of the public.

You may rescind your request for disclosure by the City of Willis, TX Utility Billing written notice. A government-operated utility or an officer or employee of a government-operated utility is immune from civil liability for a violation of Texas Utilities Code, Chapter 182, Subchapter B.

\*Confidentiality under Chapter 182 does not prohibit a government-operated utility from disclosing personal information in a customer's account record to: (1) an official or employee of the state, a political subdivision of the state, or the United States acting in an official capacity; (2) an employee of a utility acting in connection with the employee's duties; (3) a consumer reporting agency; (4) a contractor or subcontractor approved by and providing services to the utility, the state, a political subdivision of the state, or the United States; (5) a person for whom the customer has contractually waived confidentiality for personal information; or (6) another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage service for compensation.

Signature of Account Holder:	Date:
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