



Authorization to Add Name / Change Name on Existing Account

Please complete the following information to add your name to an existing account; please print legibly:

*This form should only be completed if you are looking to add your name to an existing account or for a name change due to marriage, divorce or any other legal name change. Any other name changes should be done by completing a Residential Application.

Full Name: _____

Service Address: _____

Date request is desired: ____/____/____

Social Security #: _____ - _____ - _____

Date of Birth: ____/____/____

Phone # _____ (Please circle one) Landline / Cell

E-Mail Address: _____

Comments: _____

UNDER THIS CONTRACT, YOU AGREE:

- To pay for all services that SHELD provides to you, at regular current rates and according to the rules of the Department.
- That the meter(s) is the property of the Department and that no person except the Department's employees shall make any change, do any work of any nature whatsoever, upon the meter or connections leading to the meter without previous written notice to and written consent of the Department.
- To immediately notify the Department of any changes of ownership or change of tenancy of the above premises, and to retain liability for any and all changes for service until such time as the Department is notified of the change.
- That invoices not paid by the due date may be subject to service termination, turned over to a collection agency, or a lien may be placed on the property.
- As part of our application process, SHELD requires all applicants to provide their social security number. In 2010 Congress made it mandatory for the Utility, as a "creditor", to require this information in an effort to avert identity theft. Online Utility Exchange (OUE) is used to validate customer's social security number as a part of compliance with the Red Flag Rules required by the Federal Trade Commission. SHELD uses OUE to perform a "soft credit check" comparing the customer name and social security number that does not affect your credit score.
- *That you are assuming full responsibility of the current outstanding balance and any additional balance.*

Signature: _____ Date: _____

For Office Use Only

Account #: _____