



PO Box 112
133 W 8th St
Russell KS 67665
Phone: (785) 483-6311
Fax: (785) 483-4397
Email: utilityclerk@russellcity.org

Required Documentation Prior to Service:

- Driver's License/ID Copy
- Social Security # Verification
- Lease Copy (If Renting)
- Tenant/Landlord Acknowledgment (If Renting)
- Deposit Paid or Letter of Credit

RESIDENTIAL UTILITY APPLICATION

PROPERTY INFORMATION

Service Address: _____ Service Start Date: _____/_____/_____

Circle One: OWN RENT Landlord: _____

APPLICANT

CO-APPLICANT

Name: _____
(Last) (First) (MI)

Name: _____
(Last) (First) (MI)

Maiden/Other Name: _____

Maiden/Other Name: _____

Mailing Address (if different from service address):

Mailing Address (if different from service address):

Phone: _____

Phone: _____

Email: _____

Email: _____

Social Security #: _____

Social Security #: _____

Driver's License #: _____

Driver's License #: _____

Birthdate: _____/_____/_____

Birthdate: _____/_____/_____

Employer: _____

Employer: _____

Prior Service with City of Russell? Y N

Prior Service with City of Russell? Y N

Signature: _____

Signature: _____

Date Signed: _____

Date Signed: _____

Residential Utility Deposit—\$140.00

Utility deposit may be waived if your former electric utility provider can provide a letter of credit for service in your name, showing the past 12 bills paid by initial due date. Active service must be within the past year. Deposits will be credited to the account after twelve (12) consecutive monthly bill have been paid on time.

POLYCARD TRASH CONTAINER

Do you own a polycart or is one provided at service address? Y N

If yes, provide polycart(s) #:

If no, a polycart is required by City and will need to be purchased.

Polycarts are \$90.⁰⁰ paid in full by start of service.

AUTOMATIC BILL PAYMENT (ACH)

Do you want to setup

ACH Bank Draft for this account?

Y N

There is no additional fee to set up ACH bank draft. If you are transferring service, a new ACH form will need to be completed as the information will not transfer over to your new account.

If you would like to setup up automatic payments using a card, visit our website at www.russellcity.org and click on "Bill Pay".

The Privacy Act regulates the use of Social Security Numbers (SSN) by government agencies. The City of Russell requires the mandatory disclosure of SSN to establish utility service. The SSN may be used to collect delinquent account balances through the State of Kansas Setoff Program and a collection agency. Failure to disclose required SSN would result in denial of utility services.

OFFICE USE ONLY

Deposit Paid _____ Receipt # _____ Deposit Remaining _____

Letter of Credit Provider _____ Letter of Credit Date _____/_____/_____

Account # _____ Other _____ Initials _____