

REQUEST FOR SERVICE DISCONNECTION

The Maximum length of time for disconnection is two (2) months

Office/Division:	Alicia Water District
Classification:	Simple
Type of Transaction:	Gov. to Citizen (G2C): Gov to Business (G2B) and Gov to Gov (G2G)
Who may avail:	All concessionaires of Alicia Water District

Checklist of Requirements		Where to Secure		
Billing Notice Full Payment of all Obligations		Alicia Water District		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person responsible
1.) The maximum length of time for disconnection is two (2) months	Prepare Disconnection Form and Statement of Account	None	5 Minutes	Front Desk Officer
2.) Proceed to cashier & present statement of account and pay amount due indicated there in.	Accept payment and issue Official Receipts (OR)	None	3 minutes	Acting Cashier
	Inform Water Maintenance for implementation and scheduling of disconnection.		2 Minutes	Utilities/Customer Service Assistant
End Of Transaction	Process request and implement Disconnection	none	4 Hours	Maintenance Crew
	TOTAL:	None	4 Hours, 10 minutes	