



Contact Information Update

Recently the Finance Department attempted to contact you and found that we were either missing contact information on your account or the numbers we had on file were no longer in service. Whenever the need arises, we will contact you about issues such as missing signatures on checks, payments received without checks, late fees and pending disconnections by cell phone or email as most of our residents say this is the best manner of contact. Please update the following contact information for your account and return to us at your earliest convenience:

Email ([billinghelp@westutx.gov](mailto:billinghelp@westutx.gov))  
FAX 713.662.5804  
Mail 3800 University Blvd., West University Place, TX 77005

Name shown on your utility bill: \_\_\_\_\_

Service address: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Work number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ LIST AT LEAST ONE PHONE NUMBER.

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed \_\_\_\_\_

If we can be of further service to you, please do not hesitate to contact us at 713.662.5826.

Debbie Pilcher  
Senior Customer Service Representative  
City of West University Place, TX 77005

OFFICE USE:

Entered into Innoprise by \_\_\_\_\_ Date \_\_\_\_\_

REVISED July, 2013

