



UPDATE CONTACT INFORMATION

Recently the Finance Department attempted to contact you and found that we were either missing contact information on your account or the phone numbers we had on file were no longer in service. We may need to contact you from time to time regarding issues such as, missing signatures on checks, payments received without checks, late fees and pending disconnections. Please update the following contact information for your account and return to us at your earliest convenience:

Name (as it shows on bill): _____

Service Address: _____

Utility Account No: _____

Primary Phone No: _____ Secondary Phone No: _____

Email Address: _____

Signature: _____ Date: _____

OPTIONS TO RETURN THE FORM BACK TO US:

- Dropping off in person at City Hall
- Drop off in the drop box located on Amherst next to the Fire Station
- Emailing to: billinghelp@westutx.gov
- Mailing to City Hall: City of West University Place
Attn: Automatic Payment Plan
3800 University Blvd
West University Place, TX 77005

CONTACT US:

- Utility Billing: 713.662.5824
- Customer Service: 713.662.5826

OFFICE USE: Date Received: _____ Employee: _____