



**City of Sedalia**  
Finance Department  
200 S. Osage  
Sedalia, MO 65301  
(660)827-3000 www.cityofsedalia.com

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**UTILITY SERVICE REQUEST FORM**

Start New Service     Stop Existing Service     Transfer Account to New Location in Sedalia

Address to Start Service: \_\_\_\_\_ Date to Start Service \_\_\_\_\_

Do you own the property?  Yes  No If no, provide the name and address of the owner:

Address to Stop Service: \_\_\_\_\_ Date to Stop Service \_\_\_\_\_

Additional Mailing/Forwarding Address (for billing purposes):

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Primarily Applicant:

First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone (Day): \_\_\_\_\_ Phone (Evening) \_\_\_\_\_

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

\*Please provide a copy of government issued photo identification for Primary Applicant

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Co-Applicant:

First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone (Day): \_\_\_\_\_ Phone (Evening) \_\_\_\_\_

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

\*Please provide a copy of government issued photo identification for Co-Applicant (if applicable)

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I have read the terms and conditions on side two of this document and accept by signing below:

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

\_\_\_\_\_  
Co-Applicant

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For Internal Use Only: \_\_\_\_\_ Account Number Assigned \_\_\_\_\_

## TERMS AND CONDITIONS FOR UTILITY SERVICE

**Billing:** Each month you will be billed for utility services which have been rendered to you. Billing is divided into three districts. District 1 is billed on or about the 10<sup>th</sup> of each month, District 2 is billed on or about the 20<sup>th</sup> of each month, and District 3 is billed on or about the 30<sup>th</sup> of each month. Bills are due within ten (10) days from the date of the bill.

### Payment Options:

In person or by mail – 200 S. Osage, Sedalia, MO 65301

After hours drop box – South side of City Hall, 200 S. Osage, Sedalia, MO 65301 (big blue box)

Online - <https://sedaliamo.merchanttransact.com/>

By Phone - (660) 851-1704

Auto draft – Can be setup by customer at <https://sedaliamo.merchanttransact.com/> or by filling out a Utility Bill Bank Draft Authorization Form available at City Hall or online at [www.sedalia-water.com](http://www.sedalia-water.com).

**Late Payment Penalty:** If payment is delinquent by sixty (60) days a penalty in the sum of \$25.00 will be assessed to your account.

**Non-payment Disruption of Service:** Your service may be disconnected at any time if the account becomes sixty (60) days past due. If your service is disconnected for non-payment, you will be required to pay the past due balance and penalty before your service will be restored.

**Reconnection of Utility Services:** In order to have services reconnected following disruption for non-payment, you will be required to bring your account current, including any late penalties assessed. Reconnection will be performed during business hours of 8:00 a.m. to 5:00 p.m. for no additional charge. If services are reconnected between 5:00 p.m. and 8:00 p.m. you will be required to pay an additional \$25.00 after hours fee. No services will be restored after 8:00 p.m.

**\*If your service is disconnected for non-payment on two occasions a \$150.00 deposit is required before your service will be restored.**