



FORTIS TCI

SERVICE TERMINATION AND CLOSURE OF ACCOUNT FORM

NOTE: Please read overleaf before completing this form.

I _____ hereby authorize and direct FortisTCI to:

Disconnect my electrical service at the address below and connect my service at another location. _____

Disconnect my electrical service at the address below and **close** my account. _____

Effective date: _____

Customer Name: _____		Customer Account No.: _____
Service Address: _____ _____		Metre number at location: _____
Contact numbers: 1. _____ 2. _____	Email address: 1. _____ 2. _____	New (forwarding) address (if any): _____ _____
Name of Employer: _____ _____	Employer's address: _____ _____ EMPLOYER'S PHONE #(s) _____	Please indicate if: Is there a DD light at this location? Yes ___ No ___ Should it be disconnected? Yes ___ No ___ Transfer DD light to another customer Yes ___ No ___ Please provide customer's Account # _____

For special requests regarding your deposit:

Deposit refund cheque to be collected by: _____ Contact No. _____
_____ (if someone other than yourself)

Transfer deposit to customer name: _____ of UT account No.: _____

I, the undersigned hereby release , indemnify and hold FortisTCI harmless from and against any and all claims, losses, costs and liabilities arising in any way from the execution of the above instructions.

CUSTOMER NAME AND SIGNATURE/DATE

CUSTOMER SERVICE REPRESENTATIVE'S NAME & DATE

FIELD OFFICER USE ONLY		OFFICE USE ONLY	
FINAL METRE READING _____	SEAL # _____	RECYCLE ACCOUNT: YES ___ NO ___	
FIELD OFFICER'S NOTES: _____		CUSTOMER CURRENT BALANCE OWING: \$ _____	
		HISTORICAL ACCOUNT(S) WITH BALANCES: _____	

[Type text]

_____		OTHER NOTES: _____	
FIELD OFFICER'S SIGNATURE	DATE	PROCESSED BY	DATE
_____	_____	_____	_____

Please note the following:

- *The Security Deposit is automatically applied to any outstanding balance owing, as well as the final billing amount on this account.*
- *Any remaining credit will be applied to any historical account balance/s owed by you to FortisTCL.*
- *If you do not have any overdue balances, the remainder of the deposit will be refunded to you by cheque payment. Please note that we do not issue refunds in any name other than the customer who has the agreement with FTCL.*
- *A photo ID must be provided when submitting this form.*
- *Where there are two individual names on an account, either individual can request termination of service.*
- *A photo ID must be presented when collecting a deposit refund cheque. If you are acting on behalf of another customer, a written authorization along with that customer's photo ID must be provided.*

- ***All balances MUST be made current upon submission of a closure of account request. If this is not feasible, a payment schedule MUST be set up with the Credit Control Department.***

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