



**CHARLOTTE COUNTY UTILITIES
RESIDENTIAL ACCOUNT
CHANGE OF NAME REQUEST**

Please complete the following form to request a name change on your Charlotte County Utilities residential service account:

Account Number: _____ Date: _____

Service Address: _____

Existing Account Holder information:

Name on Account: _____

Driver's License/State ID Number: _____ State Issued: _____

Last 5 digits of Social Security Number: _____ Phone Number: _____

New Account Holder information: (proof of ownership is required)

Please change the name on the account to: _____

Driver's License/State ID Number: _____ State Issued: _____

Last 5 digits of Social Security Number: _____ Phone Number: _____

E-Mail Address: _____

Please select a reason for change:

- Marriage (A copy of the marriage certificate)
- Death (A copy of the death certificate)
- Legal Name Change (A copy of court document showing name change)
- Divorce (A copy of the divorce decree showing possession of the property)

I am the owner for the property listed above, and I hereby request the change of name on this account as indicated above.

Signature of NEW account holder

Date

Please mail, e-mail or fax your request, along with the required documentation and proof of property ownership to:

Charlotte County Utilities
ATTN: Customer Service
P.O. Box 516000
Punta Gorda, FL 33951-6000

Phone: 941.764-4300
Fax: 941.764.4557
Email: ccusupport@CharlotteCountyFL.gov

Please be advised, forms received without required documentation and proof of property ownership will not be processed.