



City of Hartsville  
Finance Department  
PO Drawer 2467  
Hartsville SC 29551  
(843) 383-3015  
(843) 383-3040 fax

## Utility Disconnection Form

### Applicant Information

Account Number: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Customer Service Address: \_\_\_\_\_

Mailing address for final bill: \_\_\_\_\_

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

Time:  11AM-12PM  4PM-5PM

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

### OPTIONS

Email options:  
[utilities@hartsvillesc.gov](mailto:utilities@hartsvillesc.gov)

Mail To:  
City of Hartsville  
Finance Department  
PO Drawer 2467  
Hartsville SC 29551

Fax To:  
(843) 383-3040

### Office Use

\_\_\_\_\_  
*Finance Department Representative Signature*

\_\_\_\_\_  
*Date received*

\_\_\_\_\_  
*Finance Department Representative Signature*

\_\_\_\_\_  
*Date of completion*