City of Pasadena – Water Billing Office
P.O. Box 1337
Pasadena, TX 77501-1337
713.475.5566 – Office
713.475.4945 - Fax
Email address: wbcs@pasadenatx.gov
Website: https://www.pasadenatx.gov/

Authorization to Make Changes on an Account

All information must be complete and a copy of your driver's license or id must be provided to process this request. Please indicate the option being requested. **IMPORTANT**: **Please contact the office to verify that your request was received.**

Account#_____ **Name on Account:** _____

Driver's License# _____

Service Address: _____

SSN _____ **Phone#**_____

Email Address: _____

☐ **Authorization to Change Mailing Address**

Old Address:	**New Address:**
_____	_____
Street# **City**	**Street#** **City**
_____	_____
State **Zip Code**	**State** **Zip Code**

☐ **Authorization for Change of Name (May require additional documentation and/or deposit)**

New name to be on account _____

Reason for name change (i.e., marriage, divorce, sale of business)_____

☐ **Authorization To Add Account Holder (this requires an SSN in addition to an id# or driver's license#)**

I hereby request and authorize the City of Pasadena to add _____ to my utility account as an account holder.

Driver's License # _____ SSN# _____

Phone # _____ Relationship to Customer: _____

_____ _____ _____
Customer Signature **Additional Account Holder's Signature** **Date**

To be completed by City of Pasadena staff only: Entered By: _____ Date: _____