

## SETTING UP YOUR NEW SERVICES WITH THE CITY OF COLEMAN

City Hall hours of operation: Monday 8:00 am – 5:00 pm closed 12:00 to 1:00 for lunch  
A customer may arrange for NEW SERVICE or a TRANSFER OF SERVICE for electric, water, sewer or garbage, by coming into our office located at 200 W. Liveoak.

Information you need to provide:

Name

Service Address

Driver's License or Picture I.D.

Social Security Number

Phone Number

Spouse or Roommate information

Deposit Required

New service

-A good letter of credit –one times the most recent twelve month's average of the address to be connected

-No letter of credit – two times the most recent twelve month's average of the address to be connected

Transfer

-Good credit history –one times the most recent twelve month's average of the address transferring to

- Credit history not meeting criteria– two times the most recent twelve month's average of the address transferring to

*(Good credit history – no penalties or disconnects in the most recent twelve months)*

(Letter of credit – credit history report from your electric provider for the most recent 12 months)

Service Fee:

Any service change off or on is \$15.00 will be billed in next billing cycle.

The customer must be present at the time of connection and must sign the work order after the connection is complete.

Payment Methods:

Cash

Check

Money Order

Visa, Master Card, Discover (3% processing charge)

Web (3% processing charge)

Draft (forms available at City Hall)

Mail (City of Coleman, P.O. Box 592, Coleman, Texas 76834)

Drop Box – by front door of City Hall

Drop Box – across the street from City Hall at the old bank drive through

PROBLEMS OR QUESTIONS BILLING & GARBAGE SERVICE: CITY UTILITY OFFICE -625-4116REPORTING

PROBLEMS WITH CITY SERVICES – CITY MAINTENANCE – 625-2621

EMERGENCY AFTER HOURS SERVICES- COLEMAN POLICE DEPT. – 625-4114