

DATE ENTERED: \_\_\_\_\_

CLERK INITIALS: \_\_\_\_\_

ACCOUNT #:

# CITY OF DANVILLE, KENTUCKY APPLICATION FOR WATER SERVICE

**(NOTE: UP TO 2 BUSINESS DAYS MAY BE REQUIRED FOR APPLICATION APPROVAL AND SERVICE ACTIVATION)**

**\*\*MUST COMPLETE FRONT AND BACK OF THIS APPLICATION \*\***  
**\*\*PRINT ALL INFORMATION CLEARLY \*\***

APPLICANT'S FULL NAME: \_\_\_\_\_  
FIRST MIDDLE LAST

BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ ALTERNATE PHONE NO.: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESS TURN OFF DATE REQUEST: \_\_\_\_\_

### **BILLING/MAILING ADDRESS (IF DIFFERENT FROM ABOVE)**

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**RESIDENTIAL PROPERTY OR COMMERCIAL PROPERTY (CIRCLE ONE)**

STATUS: OWNER/ RENTER/ LANDLORD (CIRCLE ONE)

\*\*\*FOR BUSINESS ONLY – TAX ID #: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

**SERVICE CONNECTION DATE:** \_\_\_\_\_

THE UNDERSIGNED HEREBY AGREES TO ABIDE BY ALL PROVISIONS OF ORDINANCE NO. 1317.

**X** \_\_\_\_\_  
APPLICANT'S SIGNATURE DATE

**\*\*\* FOR UTILITY OFFICE USE ONLY \*\*\***      **100 / 25 / 15**      **CASH CHECK CHARGED WEB DEPOSIT**

1.  **VACANT ACCT "SET TO FINALED"**
2.  COMMENT IN VACANT ACCT
3.  ENTER FINAL READ AND DATE
4.  POST FINAL READ
5.  ERASE "VACANT" FROM INACTIVE REASON
6.  ADD ACCOUNT TO ADDRESS HYPERLINK
7.  ENTER APPLICANT INFO COMPLETELY
8.  VERIFY SERVICES
9.  VERIFY TAX RATE
10.  ADD CHARGE TO VIP
11.  ADD RECEIPT TO VIP (IF NEEDED)
12.  CREATE DEPOSIT (IF APPLIES) TO VIP
13.  RE-VERIFY SERVICES
14.  VERIFY METER IS ACTIVE
15.  TURN ON WORK ORDER
16.  ENTER/VERIFY START READ \_\_\_\_\_

1.  **EXISTING ACTIVE CUSTOMER "FINALED OUT"**
2.  TURN OFF WORK ORDER
3.  ENTER FINAL READ AND DATE (IF AVAILABLE)
4.  SAVE AND ASSIGN NEW
5.  ENTER APPLICANT INFO COMPLETELY
6.  VERIFY SERVICES
7.  VERIFY TAX RATE
8.  ADD CHARGE TO VIP
9.  ADD RECEIPT TO VIP (IF NEEDED)
10.  CREATE DEPOSIT TO VIP (IF NEEDED)
11.  RE-VERIFY SERVICES
12.  TURN ON WORK ORDER
13.  ENTER/VERIFY START READ \_\_\_\_\_

- ALL DOCS SCANNED AND ATTACHED IN VIP
1.  LEASE
  2.  DRIVERS LICENSE
  3.  APPLICATION

DECLARATION OF DOMICILE FOR  
PURCHASE OF RESIDENTIAL UTILITIES



(LANDLORDS OR OTHER ACCOUNTHOLDERS OF MULTI-UNIT DWELLINGS SERVED BY A SINGLE METER  
(MASTER METER) USE THE MULTI-UNIT DECLARATION OF DOMICILE)

In accordance with the provisions of KRS 139.470(7) this declaration may only be executed for the purchase of sewer services, water, and fuel by Kentucky residents for use in heating, water heating, cooking, lighting, and other residential uses. "Fuel" shall include but not be limited to natural gas, electricity, fuel oil, bottled gas, coal, coke, and wood.

\_\_\_\_\_ is the accountholder for \_\_\_\_\_  
*Name of Accountholder* *Service Address*

I, \_\_\_\_\_, am the resident or  
*Name of Individual Signing the Declaration (cannot be landlord)*

\_\_\_\_\_  
*Relationship of the undersigned to the resident*

I declare that the address listed is my place of domicile\* or the place of domicile\* of \_\_\_\_\_  
*Name of Resident*

and the purchase of residential utilities for use at this address meets the qualifications for exemption from Kentucky sales and use tax under KRS 139.470(7).

Accordingly, I request the account associated with the above listed service address be classified as exempt from sales and use tax. I understand the exemption will begin on the date of the first full billing cycle after the date of receipt of this declaration by the utility provider or rural electric cooperative.

Under penalties of perjury, I swear or affirm that the information on this declaration is true and correct as to every material matter.

\_\_\_\_\_  
Signature of resident or representative

\_\_\_\_\_  
Accountholder Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accountholder E-Mail

Please list all City of Danville Account & Book Numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* KRS 139.470(7) describes a place of domicile as "the place where an individual has his or her legal, true, fixed and permanent home and principal establishment, and to which, whenever the individual is absent, the individual has the intention of returning."

**Instructions**

- Submit the Declaration of Domicile to each applicable utility provider or rural electric cooperative, not to the Department of Revenue.
- Each resident may have only one place of domicile but may be listed as a responsible party for other service addresses.
- The change in taxability for accounts will be effective on the first day of the first full billing cycle after the date of receipt of this declaration by the utility provider or rural electric cooperative.