



# WATER AND SANITARY SEWER APPLICATION

City of New Port Richey  
 Billing and Collections Department  
 City Hall, 5919 Main Street  
 New Port Richey, FL 34652  
 Phone: (727) 853-1061 Fax: (727) 853-1245

**FOR OFFICE USE ONLY:**

<input type="checkbox"/> Owner	Date _____	<input type="checkbox"/> Owner Updated
<input type="checkbox"/> Renter	Deposit Amount _____	<input type="checkbox"/> Residential Rental Permit
<input type="checkbox"/> Lease Option	Account Number _____	

**If this property is or becomes a rental property,**  
 a Residential Rental Permit must be obtained and a copy of the lease agreement shown prior to signing in a tenant.  
**If the tenant fails to sign in for service it is the owner's responsibility to pay for all charges incurred.**

**APPLICANT INFORMATION**

Customer's Name	_____		
Property Location (Number/Street/Zip)	Last _____	First _____	MI _____
Mailing Address (if different)	_____		
<input type="checkbox"/> Social Security # or <input type="checkbox"/> Federal Tax #	_____	<input type="checkbox"/> Driver License #/or <input type="checkbox"/> Photo ID #	_____
Customer Phone	_____	E-mail	_____
Auto Pay Requested	<input type="checkbox"/> Yes <input type="checkbox"/> No	E-Bill Requested	<input type="checkbox"/> Yes <input type="checkbox"/> No
Landlord's Name (If renting)	_____		
Landlord's Phone	_____		

**APPLICANT'S AGREEMENT**

The undersigned, as owner/occupant of the residence or building located at the above address hereby applies for water, sanitary sewer and/or reclaimed water services to said premises and agrees to pay for said services at the rate specified by the City of New Port Richey Code of Ordinances.

The undersigned agrees to comply with and to be bound by all rules, regulations and ordinances of the City of New Port Richey respecting water and sewer service and specifically agrees to the following:

1. To pay for services within twenty-five (25) days of the monthly invoice date.
2. To pay minimum billing and base charges as long as the account is active regardless if water is being used or not.
3. To maintain good payment record with the City of New Port Richey. For purposes of this contract, as well as the City's ordinance, good payment history consists of no more than two delinquent notices, no disconnection of service and no dishonored checks or stop payments. A residential owner/renter account that maintains a good payment history for two (2) years is entitled to a refund of the security deposit.
4. In the event of a dishonored check, payment for that check plus a service charge of \$25.00--\$40.00 or 5% of the face value, whichever is greater, must be made in cash to the City of New Port Richey.
5. If the utility account is shut off for non-payment of account, payment must be made in full including the shut off fee and an increase in deposit (if required) in order to restore service. We can not accept a check as payment once the service has been interrupted.
6. The customer shall notify the City within five (5) working days prior to finalizing his/her account with the City of New Port Richey or lose his/her deposit. If the property is sold, or if the property is going back to the bank, please submit a letter to have the meter pulled to stop further billing charges.
7. If a request is made to temporarily shut off the meter, a \$5.00 fee will be charged to turn the meter off and a \$5.00 fee to have it turned back on.
8. The undersigned further agrees that if the charges and fees for said services are not paid by the specific due date, the City may institute legal proceedings to enforce its rights and collect such charges and fees, In any such proceedings, the City shall be entitled to recoup its costs and fees, including attorney's fees.

Customers Signature \_\_\_\_\_ Date \_\_\_\_\_

Customer Service Representative \_\_\_\_\_



# NEW PORT RICHEY

5919 MAIN STREET • NEW PORT RICHEY, FL 34652 • 727.853-1016

## 1099 FORM REQUIRED

The City of New Port Richey is required by the Internal Revenue Service to notify them of all customers who receive interest of \$10.00 or more on their security deposits and to forward those customers a 1099 Form indicating the amount of interest paid. This interest may have been applied to a final bill, a current account or refunded by check. Regardless, this interest must be reported.

The enclosed W-9 form must be completed and remain on file as a condition of service.

The City only reports interest utilizing one (1) Social Security or Federal ID number per account. For properties which are titled to multiple parties, the City will require acknowledgment that the deposit and interest may be refunded to only one individual or entity whose identification number is associated with the account.

\_\_\_\_\_  
Designated Deposit Owner

\_\_\_\_\_  
Taxpayer Identification number as listed on 1099

This acknowledgement should be signed by all owners of the property and does not relieve any of the owners from responsibility for charges for services provided by the City of New Port Richey.

Thank you for your cooperation in this matter and we look forward to providing you quality service in the future. For your convenience, you may fax the completed form to us at (727) 853-1245. If you have any questions regarding this request, please call us at (727) 853-1061.

\_\_\_\_\_  
Property Owner Signature & Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Additional Owner of Record & Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Additional Owner of Record & Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Additional Owner of Record & Date

\_\_\_\_\_  
Printed Name

Sincerely,

Billing and Collections Department

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee  <input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Employer identification number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**      Signature of U.S. person ▶ \_\_\_\_\_

Date ▶ \_\_\_\_\_

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

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Date \_\_\_\_\_

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