



## **RETURN OF CUSTOMER WATER & WASTEWATER DEPOSIT**

If a water and wastewater account name is on file and that name is different from the name which is on the deposit card, it is required that the individual or organization that is making the request for refund certify that they are the legal owners of the deposit.

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

Address: \_\_\_\_\_

Account No: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Customer Signature

\_\_\_\_\_

**NOTE:** IF YOU ARE ELIGIBLE TO HAVE YOUR DEPOSIT REFUNDED, YOU WILL RECEIVE A CHECK IN 2 – 3 WEEKS AFTER SUBMITTING THIS FORM. DEPOSITS ARE NOT CREDITED TO YOUR ACCOUNT. PLEASE NOTE THAT IF YOUR ACCOUNT IS SHUT OFF DUE TO NON-PAYMENT, THE CITY WILL REQUEST THAT A NEW DEPOSIT BE PLACED.

\*Double deposits are refunded after 2 years from disconnection date

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Utility Billing Division Use Only:

Status of Account: \_\_\_\_\_

Date Deposit Was Paid or Last

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

Initials: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

**UTILITY BILLING DIVISION**

**DEPARTMENT OF ENVIRONMENTAL & ENGINEERING SERVICES (DEES)**

901 NW 66<sup>TH</sup> Ave, Margate, FL 33063 • Phone: (954) 884-3666 • Fax: (954) 969-3424 • <http://www.margatefl.com> • email: [waterbills@margatefl.com](mailto:waterbills@margatefl.com)