



TOWN OF WALLACE

COMMERCIAL APPLICATION FOR UTILITY SERVICES

316 East Murray Street
Wallace, NC 28466
Phone 910-285-4136
Fax: 910285-5135
mail@wallacenc.gov

Welcome to the Town of Wallace! We look forward to having you and your business as members of our community. This checklist is provided to help you gather the necessary information we need to setup your utility account. You can turn your completed application in with your other documents at Town Hall 316 East Murray Street, fax them to 910-285-5135, or email them to mail@wallacenc.gov. All forms below can be found at our website www.wallacenc.gov

Service connection will be delayed if all of these documents are not provided.

New Commercial Service Checklist

Fire Inspection
contact
Duplin County Fire &
Emergency Management
at
910-296-2160 or
fireinspection@duplincountync.com
Please provide copy of
completed inspection

**Completed
Commercial Utility
Application**

**Completed
Business Registration
Form and applicable
fee**

**Zoning
Compliance
Certification**

**Industrial
Wastewater
Survey**

**Business
Organization
Documentation**

Articles of
Incorporation
and/or
Responsible Party's
Driver's License

**Proof of Lawful
Occupancy**

Copy of signed
lease or copy of
deed or
settlement
statement of
purchase

ALL PREVIOUS TOWN ACCOUNTS MUST BE CURRENT BEFORE SERVICE CAN BE SET UP

Please remember to notify us when you move or close your account. You will continue to be billed each month and be responsible for all charges until you request services to be disconnected. You can let us know by phone, fax, mail, or email. Please provide forwarding address for the final bill

Our office is open Monday-Friday 8am – 5 pm
We cannot guarantee same day service for commercial accounts

YOUR UTILITIES & BILLING AT A GLANCE

Payment Options

- **Bank Draft:** FREE! Never have a late fee or penalty again!
- **Online:** Save time, save gas, save a stamp Go to our website at www.wallacenc.gov and click "Bill Payments" at the top right corner of our home page
- **Mail:** Send to 316 East Murray Street Wallace, NC 28466
- **Outdoor Drop Box:** Use our drive-up drop box located in the front of Town Hall, Only check or money orders please, **no cash**
- **Pay in Person:** Visit us in person at Town Hall. We are open weekdays from 8:00am to 5:00pm.

Utility Connection Fees

The Town does not charge a deposit on accounts. A NON-REFUNDABLE utility connection fee is required to start service. Utility connection fees are as follows:

IN-TOWN COMMERCIAL ACCOUNT	\$100.00
OUT-OF-TOWN COMMERCIAL ACCOUNT	\$200.00

Additional fees may apply depending on business type, service required and/or if service is new construction

Due Date, Penalties and Collections

- Bills are due on the **10th of the month**
- A late fee of **\$50.00** is added to you bill if ANY balance has not been paid by the 15th of the month
- If the Town is unable to collect from a closed past due account within 60 days, we will use an outside collection company. Please be advised that these companies report to the three credit reporting bureaus
- The Town will also pursue additional collection methods including the State Debt Setoff program where by we can collect from any State income tax refunds, lottery winning or other funds due you from the State of North Carolina

Return Checks/Drafts

- The Town charges a **\$30.00** return check/draft fee
- The Town will contact you at the phone number on the account (please keep your phone numbers current)
- You will have 48 hours to pay the returned amount plus the \$30.00 fee. If payment is not made, services will be disconnected.
- A second returned check will make you "cash only", meaning we will only accept cash, money order, cashier's check or debit/credit card as types of payments.
- A second returned draft will get you removed from the bank draft plan.



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OFFICIAL USE ONLY	
SS# Verified _____	Photo ID Verified _____
Lease/HUD _____	

COMMERCIAL UTILITY SERVICE APPLICATION

Temporary Service New Service Update Disconnect Service

___ YES - I want free e-billing! ___ NO - Mail my bill to my home.

Date service to be activated: _____

___ RENT	___ OWN
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Service Address: _____

Mailing Address: _____

<u>Applicant Information:</u>	<u>Responsible Party's Information:</u>
Name: _____	Name: _____
Federal ID# _____	Social Security # _____
	Driver's License # _____
	Date of Birth: _____
Email: _____	Email: _____
Phone #: _____	Phone #: _____

Have you or any other occupant at this address ever had a utility account with the Town?

Yes, please state address: _____

No, please initial: _____

Who was your previous utility provider? _____

Did you leave owing a balance to this utility provider and if so, how much? _____

Name of Landlord: _____ Phone: _____

Emergency Contact: _____ Phone: _____

You certify that you are eighteen years of age or older, that the above information is accurate, and that you will be responsible for payment of the entire bill upon termination of service. Additionally, if the Town determines that you or any other occupant at this address owes past due balances to the Town, you/us will be responsible for payment of those balances and any associated fees. You agree in order for us to service your account or to collect any amounts you may owe, we may contact you by telephone at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. We may also contact you by sending text messages or emails, using any email address you provide us.

I/We have read this disclosure and agree that the Town of Wallace may contact me/us as described above.

Signature

Date

Signature

Date