



City of Casselberry

SOCIAL SECURITY NUMBER COLLECTION POLICY NOTICE

You are being provided this written policy for one or more of the purposes checked below, per Section 119.071(5), Florida Statutes.

THE CITY OF CASSELBERRY COLLECTS YOUR SOCIAL SECURITY NUMBER FOR THE FOLLOWING PURPOSES:

- CLASSIFICATION OF ACCOUNTS
- IDENTIFICATION AND VERIFICATION
- CREDIT WORTHINESS
- BILLING AND PAYMENTS
- DATA COLLECTION, RECONCILIATION, AND TRACKING
- BENEFIT PROCESSING
- TAX REPORTING
- NEW UTILITY ACCOUNT APPLICATIONS**
- BANK DRAFT AUTHORIZATIONS
- VENDOR REGISTRATION APPLICATIONS
- LOCAL BUSINESS TAX RECEIPTS
- VOLUNTEER CONTRACTS FOR BACKGROUND CHECKS
- EMERGENCY TRANSPORT FOR BILLING AND INSURANCE
- POLICE STATEMENTS AND ARRESTS FOR VERIFICATION OF IDENTITY
(Please refer to Casselberry Police Department General Order 51.0 and related specific notice – Appendix A - Casselberry Police Department Notice, effective 12-23-07)

This written policy was adopted by the Casselberry City Commission via Resolution 08-1853 on January 14 2008, in compliance with Section 119.071(5), Florida Statutes (2007).



City of Casselberry

Finance Department – Utilities Division

For the protection of customer's private information, this form cannot be accepted by email.

95 Triplet Lake Drive, Casselberry, Florida 32707 • Telephone (407) 262-7700, Option 4
Fax (407) 262-7762 • Website: www.casselberry.org

UTILITY SERVICE APPLICATION

Customer Name: _____

Driver's License # _____ State: _____

Social Security #: _____ Date of Birth (mm/dd/yyyy) ____/____/____

Home Phone#: _____ Work Phone/Ext: _____

Service Address: _____

Mailing Address: _____

Date to start service at above address: _____ **NOTE:** The City can provide same day service if the application is submitted before noon, Monday – Thursday.

Check One: Homeowner Renting Tenant Realtor/Property Manager

WITHIN THE CITY LIMITS OF CASSELBERRY GARBAGE COLLECTION IS MANADATORY

In payment of:	WATER	SEWER	MISCELLANEOUS
Guarantee of Account (Refundable)	\$ _____	\$ _____	Application Fee (Non-Refundable) \$ <u>30.00</u>

To guarantee the payment of any and all indebtedness for water and/or sewer service and water usage or otherwise, which may be or may become due to the City of Casselberry, (Utilities Division) a municipal corporation of Florida, for water and/or sewer usage and water used on service address. This deposit is made with the express understanding and agreement that all or any part thereof may be applied by the City of Casselberry (Utilities Division) at any time in satisfaction of said guarantee, and that the City of Casselberry (Utilities Division) may use said deposit as fully as if it was the absolute owner thereof. Upon discontinuance of service covered by this deposit and the presentation of this receipt together with proper identification, the City of Casselberry (Utilities Division) agrees to refund to the person lawfully entitled thereto said deposit less any amount then due the City of Casselberry for water, sewer or other service. Refund applies only to that portion of payment made for Guarantee of Account. Customer meter deposits shall accrue interest commencing on the 31st day after initial deposit. Accrued interest shall be forfeited if a customer closes or final his account at anytime within 180 days from initial deposit. Accrued interest shall be credited to the accounts of continuing customers once each year not to exceed the current interest paid at the City's depository. When a customer meter deposit has been held by the City over 24 months, it will be refunded in the form of a credit to the customer's account, if customer has maintained a good and timely payment record. This deposit shall in no way be construed to preclude the City of Casselberry (Utilities Division) from discontinuing any and all water and/or sewer service to the premises herein above described in the event of default in payment of any indebtedness for water and/or sewer and all water and/or sewer service to said premises, regardless of whether or not the amount of this deposit is sufficient to cover the amount of such indebtedness.

- I. I UNDERSTAND AND AGREE THAT I AM RESPONSIBLE FOR ALL CHARGES FOR UTILITY SERVICES AT ABOVE ADDRESS, AND WILL CONTINUE TO BE RESPONSIBLE FOR SAME UNTIL SUCH TIME AS I REQUEST TERMINATION OF SERVICE.
- II. IT IS THE APPLICANTS RESPONSIBILITY TO ENSURE THAT ALL FAUCETS AND WASHING MACHINE HOOK-UPS ARE OFF AND SECURE. THE CITY OF CASSELBERRY SHALL NOT BE HELD RESPONSIBLE FOR ANY WATER DAMAGE AS A RESULT OF OPEN FAUCETS OR HOOK-UPS.

SIGNATURE OF APPLICANT

IF YOU SIGNED ON APPLICANT'S BEHALF, SIGN HERE AND STATE RELATIONSHIP TO THE APPLICANT

*MAKE CHECKS PAYABLE TO: **CITY OF CASSELBERRY**