

Setting Up New Utility Services with the City of Coleman

City Hall hours of operation: Monday through Friday 8:00 am to 5:00 pm

To arrange for New Service or to Transfer Service for electric, water, sewer or garbage, you may do so by coming to our office Located at 200 W. Liveoak St.

Information you need to provide:

Name

Service Address – Mailing Address

Valid driver's license or photo I.D.

Social Security number

Spouse or Roommates information must be provide also

Deposit Required

New service & Transfer service – good letter of credit – one times the most recent twelve month's average utilities of location being connected

New service & Transfer service – no letter of credit – two times the most recent twelve month's average utilities of location being connected

(Good Letter of Credit- letter stating there were no penalties or disconnects in the most recent twelve months of service)

Service Fee:

A one-time fee of \$20.00 will be added to the first bill for the connect.

The customer must be present at the time of connect and must sign all work orders after the connections are completed.

Payment Methods:

Cash

Check

Money Order

Visa, Master Card, Discover (3% processing charge)

Web (3% processing charge)

Draft (forms are available at City Hall)

Mail (City of Coleman, P.O. Box 592, Coleman, Tx 76834)

Drop Box – one by front door of City Hall – one across the street from City Hall located at the old bank drive through

Problems or Questions on billing for City Services Call City Hall 325-625-4116

After Hours Emergency call Coleman Police Dept. 325-625-4114