



TriRiver Water
 Billing, Collections & Customer Service
 P.O. Box 3729
 Sanford, NC 27331
 Phone: 919-775-8215
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www.tririverwater.com
customerservice@tririverwater.com

NEW SERVICE CHECKLIST

Welcome to TriRiver Water. This checklist is provided to help you gather the information needed to set up your utility account. You can visit our office at **225 E. Weatherspoon Street Sanford, NC 27330** or the documents may be faxed to 919-775-5084 or emailed to customerservice@tririverwater.com. The documents can also be mailed to Billing & Collections, PO Box 3729, Sanford, NC 27331. **Service connection will be delayed if all of these documents are not provided.**

ALL DOCUMENTS ARE REQUIRED TO ESTABLISH SERVICE

<input type="checkbox"/>	Completed Utility Service Application
<input type="checkbox"/>	State or Federal Current Issue Photo ID for ALL applicants
<input type="checkbox"/>	If in the Sanford or Lee County service area, a \$75.00 deposit in the form of cash, check, money order, or credit/debit card
<input type="checkbox"/>	Voided check or a letter from your bank with your routing and account number if you are going to participate in bank draft (Must also complete Bank Draft Authorization Form)
<input type="checkbox"/>	Proof of Social Security Number for ALL applicants
<input type="checkbox"/>	Proof of Residency: FOR RENTERS: A copy of your signed lease FOR OWNERS: Intent to Purchase, Settlement Statement, Deed

ANY UNPAID ACCOUNTS MUST BE PAID IN FULL BEFORE SERVICE CAN BE SET UP.

Please be mindful that the office closes at 5:00 p.m. Please arrive by 4:30 p.m. to set up new accounts. We DO NOT offer same-day service.