



Berkeley County Public Service Water District
251 Caperton Blvd, Martinsburg WV 25403
Phone: 304-267-4600 – Fax: 304-267-3864
www.berkeleywater.org - info@berkeleywater.org

Berkeley County Public Sewer Service District
P.O. Box 944, Martinsburg WV 25402
Phone: 304-263-8566 – Fax: 304-262-4513
www.bcpsd.org - writeus@bcpsd.com



REQUEST TO CLOSE WATER AND SEWER ACCOUNT

Name on account: _____
First Last

Account number: _____ Date to close: _____

Service address: _____
(House number and street name)

Forwarding address for final bill/deposit refund:

Street number and name: _____ City: _____ State: _____ Zip: _____

Signature of account holder: _____ Date: _____
Must be signed for processing

For Use by Berkeley County Public Service District

Date to Final: _____ WO: _____

Comments: _____

Taken by: _____ Date: _____