



65 District Way, Martinsburg WV 25404  
Phone: 304-263-8566 - Fax: 304-267-2952  
[www.berkeleycountystormwater.org](http://www.berkeleycountystormwater.org)



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

Berkeley County Public Sewer Service District  
P.O. Box 944, Martinsburg WV 25402  
65 District Way, Martinsburg WV 25404  
Phone: 304-263-8566 – Fax: 304-262-4513  
[www.bcpssd.org](http://www.bcpssd.org) – [writeus@bcpssd.com](mailto:writeus@bcpssd.com)



## SEASONAL CLOSE/RE-OPEN ACCOUNT

(Seasonal: Customers that are in another state for more than 3 months yearly)

Location of the property needing closed/opened: \_\_\_\_\_

Account Holder(s): \_\_\_\_\_

Mailing address changes needed:

Street number and name: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Turn water back on: yes \_\_\_ no \_\_\_      Turn water off: yes \_\_\_ no \_\_\_      Date to send crews: \_\_\_\_\_

Signature of account holder: \_\_\_\_\_ Date: \_\_\_\_\_