



TOWN OF CLAYTON

Utilities & Billing/Customer Service

111 E. Second Street, Clayton, NC 27520

P.O. Box 879, Clayton, NC 27528

Phone: 919-553-5002

Fax: 919-553-0719

utilities@townofclaytonnc.org

NEW SERVICE CHECKLIST

Welcome to the Town of Clayton! This checklist is provided to help you put together the information needed to set up your utility account. You can visit our office in The Clayton Center at 111 E. Second Street in Clayton or they may be faxed in to 919-553-0719, or they can be emailed to utilities@townofclaytonnc.org. They can also be mailed to Utilities & Billing, P.O. Box 879, Clayton, NC 27528. **Service connection will be delayed if all these documents are not provided.**

ALL DOCUMENTS ARE REQUIRED TO ESTABLISH SERVICE

Completed Town of Clayton Utility Service Application

State or Federal Issue Photo ID for **ALL** applicants

Deposit in the form of cash, check, money order, or credit/debit card (*waived with proof of satisfactory payment history from previous utility provider*)

Voided check or a letter from your bank with your routing and account number, if you are going to participate in bank draft

Proof of Social Security Number for **ALL** applicants

Proof of Residency:

FOR RENTERS: A copy of your signed lease

FOR OWNERS: Intent to Purchase or Settlement Statement

ALL TOWN OF CLAYTON ACCOUNTS MUST BE CURRENT BEFORE SERVICE CAN BE SET UP

Please be mindful that our office closes at 5:00 p.m. Please be in the office no later than 4:30 p.m. to set up new accounts. We DO NOT offer same day service.