



## Authorization to Disclose My Utility Billing Customer Account Information

Under Chapter 182 of the Texas Utilities Code, the City may not disclose personal information in a customer's account record unless the customer authorizes the City to disclose the information. "Personal information" includes your address, telephone number, social security number, and any information relating to your volume or units of utility usage, or the amounts billed to or collected from you for utility usage. You may authorize the City to disclose your personal information by: giving the City written permission (using this form or a separate letter) or visiting [www.billing.amarillo.gov](http://www.billing.amarillo.gov).

**If you do nothing, you have not authorized the City to disclose your personal information, and your personal information will be kept confidential, unless it is requested by one of the following persons or entities permitted by law to obtain it:**

- an official or employee of the state, a political subdivision of the state, or the United States acting in an official capacity
- an employee of a utility acting in connection with the employee's duties;
- a consumer reporting agency
- a contractor or subcontractor approved by and providing services to the utility, the state, a political subdivision of the state, or the United States
- a person for whom the customer has contractually waived confidentiality for personal information
- another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage service for compensation

**If you fill out and return this form, your personal information will be available to anyone who asks for it.** (Other laws also protect social security numbers. Even if you authorize the City to disclose your personal information, the City will not release your social security number unless otherwise required by law.) If you do authorize the City to disclose your personal information, you may rescind your authorization at any time by giving the City with a written request to keep your information confidential.

**Instructions:** To authorize the City to disclose your personal information to anyone who asks for it, complete this form and (i) mail to: Utility Billing Department, P.O. Box 1971, Amarillo, TX 79105-1971, (ii) email to [waterbill@amarillo.gov](mailto:waterbill@amarillo.gov), or (iii) deliver it to City Hall, 601 S. Buchanan St., 1<sup>st</sup> Floor.

In accordance with Chapter 182 of the Texas Utilities Code, I hereby authorize the City to disclose my personal information (address, telephone number, social security number, and any information relating to the volume or units of utility usage, or the amounts billed to or collected from you for utility usage) to anyone who asks for it.

Please Print:

Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_