



**FINANCE DEPARTMENT**

1420 Miner Street  
Des Plaines, IL 60016  
P: 847.391.5300  
desplainesil.gov

**REQUEST FOR MAILING ADDRESS CHANGE**

**Please Print**

Please fill out this form if you wish to change the billing address on your utility account.

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

**Requestor Name:** \_\_\_\_\_  **Owner**  **Tenant**

**Phone Number:** \_\_\_\_\_

**Current Mailing Address:** \_\_\_\_\_  
*(If different from service address)*

**New Mailing Address:** \_\_\_\_\_

**Reason for Change:** \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Submit this form via E-mail, US Mail, or Fax to:  
City of Des Plaines, Utility Billing, 1420 Miner Street, Des Plaines, IL 60016  
E-mail: utilitybilling@desplainesil.gov Fax: 847.391.5402*

**Office Use Only**

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