



To establish service with the Scottsboro Water Sewer Gas Board, **property owners** must provide the following:

1. A physical e911 property address.
2. A valid government issued photo ID for each person to be listed on the WSG account.
3. A social security number for each person to be listed on the WSG account.
  - Applicants utilizing a Tax ID or EIN are required to provide a legal document that confirms their ownership of the respective Tax ID or EIN.

Any individual(s) requesting services or to be listed on the WSG account must be present to apply for WSG services. If any individual cannot be present, the applicant requesting service on their behalf must provide a signed authorization letter from the absent person, granting representative permission to apply for WSG services in their name. The representing applicant must bring all required documentation for the absent individual as well as proof of their own identity.

Required deposits must be paid at the time service is established. Accepted forms of payment are cash, check, money order and with an additional fee, Visa, Master Card, and Discover. The deposit amounts are as follows:

|             | Water Deposit Required | Gas Deposit Required |
|-------------|------------------------|----------------------|
| Residential | \$100                  | \$125                |
| Commercial  | \$300*                 | \$300*               |

\* Commercial properties require a minimum deposit of \$300 for water and \$300 for gas. These amounts may be adjusted based on anticipated utility consumption. Exact deposit amounts will be determined by Scottsboro WSG management upon request for services. After one year, WSG may reevaluate consumption levels, which could result in a request to increase the deposit on file.

In the event a deposit payment is returned to Scottsboro WSG for any reason, utilities will be disconnected immediately, and checks will be forwarded to the Jackson County DA for collection.

Any outstanding balance discovered during the process of establishing an account must be paid in full at that time.

Requests for Scottsboro Water Sewer Gas Board services along with required documentation listed above may be submitted via email to [csr@scottsborrowsg.com](mailto:csr@scottsborrowsg.com). Deposits paid online will incur a convenience fee. For more information, please email customer service at [csr@scottsborrowsg.com](mailto:csr@scottsborrowsg.com) or call the office at **256-574-1515** or **256-574-1744**.