



**TOWN OF CLAYTON**  
Utilities & Billing  
111 E. Second St., 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 to turn in these documents or they may be faxed in to 919-553-0719. You have the other option of emailing your application to utilities@townofclaytonnc.org. These can also be mailed to Utilities & Billing, P.O. Box 879, Clayton, NC 27528. **Service connection will be delayed if all of 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 (**OWNERS ONLY** - waived with proof of satisfactory payment history from previous utility provider for the immediate preceding 12 months)
- 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.**