



FINANCE DEPARTMENT

1420 Miner Street
Des Plaines, IL 60016
P: 847.391.5300
desplaines.org

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@desplaines.org Fax: 847.391.5402*

Office Use Only

Date: _____ Initial: _____