



2000 U.S. 27 SOUTH  
P.O. BOX 908  
RICHMOND, INDIANA 47375-0908  
(765) 973-7200 FAX (765) 973-7418

In order to complete the "Name Change" or the transfer of service as requested, the completion of a service application is needed. This process can either be completed by visiting our Customer Service Office @ 44 S 8<sup>th</sup> St, or by fax or email.

Please include a copy of your **Driver's License or Photo ID** if you choose to fax or email the information to us. In addition, please include a copy of your **Lease** w/the Property Owner's information & **Signature** if you are renting or leasing the property.

Your Full Name: \_\_\_\_\_ Your Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Your Employer: \_\_\_\_\_

Your Spouse's Name: \_\_\_\_\_ Their Social Security Number: \_\_\_\_\_  
(and/or any other adults residing in the household)

Their Phone Number \_\_\_\_\_ Their Employer: \_\_\_\_\_

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

The Mailing Address: \_\_\_\_\_ The Effective Date: \_\_\_\_\_  
(if different from the service address)

\*If Applicable, provide address you are moving from & date you are requesting service be taken out of your name.

\_\_\_\_\_

Your Signature: \_\_\_\_\_ Spouse or RM's Signature: \_\_\_\_\_

\*Please include an Email Address for registration to use our SmartHub App for managing your RP&L account.

\_\_\_\_\_

\*Each Adult needs to Sign & Each Adult needs to include Photo ID

\*\*\*Please indicate if you are the Property Owner: Owner? Renter? (Please Circle Correct Option)

**Please return the completed form using our secure file transfer platform, SendSafely. Click the link or scan the QR code below to access the site. Forms submitted via fax are also accepted.**

<https://rp-l.sendsafely.com/dropzone/customerservice>



RP&L reserves the right to use any data accessible to them in order to verify and validate residency at a specific location. We also reserve the right to run ID verification and/or credit checks on all customers who have signed the application for service.

Any customer signing the application takes financial responsibility for services rendered and must contact RP&L & provide the necessary documents to be removed from an account if living arrangements change. The account balance must be current for removal of any person from the account.

