

# Utilities Department

## COVID-19 Information:

In an abundance of caution, effective immediately, the Town is requesting all Utility customers utilize our drop-box (located on the wall north of Town Hall's main entrance) or continue to mail in utility payments during this time. The Town is now offering ACH as an additional payment option, please contact the Utilities Clerk, at (561) 383-2543 or via email at [awatson \[at\] manalapan.org](mailto:awatson@manalapan.org) for more information.

## TO ESTABLISH/DISCONTINUE OR CHANGE UTILITY SERVICE:

For new water service, please email [awatson \[at\] manalapan.org](mailto:awatson@manalapan.org) or call (561) 383-2543 to obtain deposit information prior to submitting the application. Completed forms along with the required paperwork noted on each form and a legible copy of photo identification should be emailed to [awatson \[at\] manalapan.org](mailto:awatson@manalapan.org) or left in the dropbox outside the main entrance to Town Hall. Water service will not begin without a deposit payment and proof of ownership documents (Deposits must be paid via Cash, Check or Money Order). Advanced notice of at least 1 business day is required to start service.

To discontinue service or change account information, please contact the Utilities Clerk, Ashley Watson, at 561-383-2543 or via email to have the appropriate form(s) emailed/faxed to you or visit the Forms Directory under the How Do I Tab to obtain a copy.

The Town intends to maintain regular working schedules during this time period and staff will be available to communicate and assist with the public. All Town residents, businesses and customers are encouraged to communicate with Town staff either by E-mail and/or telephone (561.383.2543 - Utilities or 561.585-9477 - Main Line). Staff contact information may be found on the Town's website - [www.manalapan.org](http://www.manalapan.org).