

CITY OF REEDS SPRING
PO Box 171 Reeds Spring MO 65737
417-272-3309 www.reedsspring.org
REQUEST FOR WATER/SEWER BILLING ADJUSTMENT

Adjustments: If the water/sewer customer believes an inequity has occurred in their billing, they may request an adjustment by written application within 30 days to the Board of Aldermen of the City of Reeds Spring. Written application must include the name, address and phone number of the water/sewer account holder, the date(s) which include the requested adjustment, and the amounts which are being requested to be adjusted, along with a copy of the water/sewer bill in question. The City or its designated agent shall submit the request, along with a report of the circumstances and make recommendations for adjustments of water/sewer service charges to the Board of Aldermen. Any recommendations for adjustments must be approved by said Board before such adjustments shall be effective. The City staff is not authorized to adjust water/sewer bills.

Today's Date: _____

Customer Name: _____ Account #: _____

Account Address: _____

Phone #: _____ email: _____

Service dates from _____ to _____, due _____

of Gals used: _____ # of Gals requested to be adjusted: _____

Reason for adjustment request:

Seasonal Watering Pool Filling Other (describe below)

NOTE: Seasonal Watering and Pool Filling are adjustable for sewer charges only. Past due amounts will not be considered for adjustment except in extreme circumstances decided by the Board of Aldermen.

Customer Signature

Customer Printed Name

Reviewed by:		Date:	Comments:
Approved by:		Date:	
Amt of adjustment:		Date:	