



Utility Billing Adjustment Request Form

Date

Account Number

Account Name

Contact Phone Number

E-mail Address

Service Address

Adjustment Request for Bill Due: _____

- I am applying for a possible credit adjustment on my utility account with the understanding that once the review process has been completed, the account may not be eligible for credit, the review process is performed in order the requests to be received and credits issued will be reflected on my utility statement as an adjusted amount within the 30-day period. I understand that utility accounts are allowed with no more than one adjustment each year.
- I understand that payment may not be withheld; the payment must be current to avoid the 10% penalty.
- I am aware that the criteria for a bill adjustment are available upon request at the Tontitown Water Utility office, or by email at billing@tontitownar.gov.

Statement of repair:

The required documentation must be attached:

- ☐ Copy of repair invoice (if repaired professionally)
- ☐ Copy of repair receipts (if repaired by self)

Customer Signature

Date

Notary Signature (if repaired by self)

Date