



## ADJUSTMENT / UB DEPOSIT CREDIT REQUEST FORM

The City of Palmetto understands unusual and/or special circumstances, non-reoccurring and rare in nature, which appear to require such adjustment to a utility bill. The customer may submit an adjustment request form explaining the reason for such, along with proof/documentation, such as repair bill/receipt for consideration. *Adjustments are subject to approval and may take up to 2 billing cycles to complete.*

Adjustment Type:

**CREDIT:**     SEWER    WATER    GARBAGE    RU    CC    ST    UB DEPOSIT    OTHER: \_\_\_\_\_

**BACKBILL:**    SEWER    WATER    GARBAGE    RU    CC    ST    UB DEPOSIT    OTHER: \_\_\_\_\_

### CUSTOMER INFORMATION

Customer Name: \_\_\_\_\_ Account#: \_\_\_\_\_

Customer is:     Owner    Renter    Other \_\_\_\_\_ Contact #(s): \_\_\_\_\_

Service Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occurrence Date: \_\_\_\_\_ Repair Date: \_\_\_\_\_

Reason for Adjustment Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Customer Service Rep: \_\_\_\_\_  SUPPORT DOC(S)   Date: \_\_\_\_\_  
 COMMENTS IN UB

Finance Approval: \_\_\_\_\_  APPROVED   Date: \_\_\_\_\_  
 DENIED

City Clerk Approval: \_\_\_\_\_  APPROVED   Date: \_\_\_\_\_  
 DENIED

CREDIT

BACKBILL   Customer Account: \_\_\_\_\_ Bill Item(s): \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Comments: \_\_\_\_\_