



## Request for Adjustment

**Location Number:** \_\_\_\_\_

**Customer Number:** \_\_\_\_\_

**Account Holder:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Reason for Adjustment:

**Waive Late Fee**                       **Waive Disconnect Fee**

**Credit for Pool Fill/Repair**     **Credit for Leak/Break**

**Credit for Toilet Repair**         **Credit for Irrigation Repair**

I hereby request an adjustment to my account for the reason(s) noted above which were completed on \_\_\_\_\_ due to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I acknowledge that water and sewer billing adjustments shall be limited to the 60 day period prior to the repair of the leak. Such adjustments may only be granted once in any twelve month period. Please attach a letter or receipt verifying the need for an adjustment.*

\_\_\_\_\_  
**Account Holder Signature    Date**

Please email this completed form to [custserv@bsu.us](mailto:custserv@bsu.us)