



REQUEST FOR ADJUSTMENT

Customer# _____

Name _____

Address _____

Phone: _____

BILLING MONTH TO BE ABATED: _____ / _____ / _____

REASON/EXPLANATION FOR REQUEST: _____

DOLLAR AMOUNT TO BE ABATED: \$ _____

CUSTOMER SIGNATURE: _____

OFFICE USE ONLY

ACCOUNT NO.

	YES	NO
WAS ACCOUNT PAID IN FULL, INCLUDING PENALTY WITHIN 14 DAYS OF DUE DATE?
HAS CUSTOMER BEEN LATE WITH PAYMENTS IN THE PAST 12 MONTHS?
IF YES, WHAT MONTH? _____		
IS THIS THE FIRST REQUEST THIS YEAR?

APPROVED? ____ YES ____ NO

This form is required for adjustment as mandated by the Commissioners exhibit "F-2" Abatement of Penalties for Late Payment

ABATEMENT OF PENALTIES FOR LATE PAYMENT

The commissioners recognize that inadvertent circumstances may arise when utility payments will be received past the due date. Accordingly, the following procedures and conditions are implemented retroactively to January 20, 1991.

- a. Request for abatements must be written and sent to the Delano Municipal Utilities within sixty (60) days of the penalty, except for the year 1991 which the requests must be submitted no later than December 10, 1991.
- b. The payment of the account must have been made in full within fourteen (14) days after the due date including the penalty.
- c. The reasons specified must clearly indicate that the late payment was inadvertent.
- d. Only one (1) request per customer will be considered during each calendar year.
- e. Any customer who has been late in the past twelve (12) months will not be able to use this abatement process