



MONTGOMERY COUNTY
PUBLIC SERVICE AUTHORITY
Government Center
Suite 2I
755 Roanoke Street
Christiansburg, VA 24073-3185

REQUEST FOR WATER / SEWER ADJUSTMENT

Date of Request: _____

I am requesting an adjustment on the utility bill at the following location:

Customer Name: _____

Service Address: _____

Account Number: _____ Telephone #: _____

I am requesting 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 a credit. I also understand the review process is performed in the order the requests are received and credit issued will be reflected on my Utility Statement as an adjustment.

I understand that payment may not be withheld; a 10% penalty will be applied to all bills that are not paid on or before the due date.

Plumber's invoice / repair receipt attached? YES Date of Repair: _____
(circle one) NO

*If you have provided a plumber's invoice / repair bill, you are not required to write out a "Statement of Repair".

STATEMENT OF REPAIR

What was repaired? _____

CUSTOMER'S SIGNATURE: _____

