

REQUEST FOR WAIVER OF LATE FEE

APPROVED MAR 10 2020

Name	Account #
Service Address:	

Payment Receipt # :	
Date :	

Reason:

District/Clerical error (Explain)

Bank Error (Explain)

Postal Error (Explain)

Other (Explain)

Waiver is requested for the (circle one) FIRST SECOND late fee assessed.

Customer Signature _____ Date _____

Thank You,

Chiriaco Summit Water District

Note: Completion of this form does not guarantee waiver of charge. All requests are subject to management approval.

You'll receive a copy of this form, with the final decision, via mail

As defined in the District's **Water Shutoff Policy**, this waiver is only available once every two (2) years for the first late fee if the account is in good standing, no previous late fees have been waived within the past two (2) years and the account balance has been brought current.

Once every four (4) years, if the District Office Manager submits the request to the board of directors, the district may waive the second past-due penalty on customers' accounts if the account is in good standing, no previous second past-due fees have been waived within the past four (4) years and the account balance has been brought current.

All late fee waiver request must be presented in writing, no exceptions.

FOR OFFICE USE ONLY

Approved By _____ Rejected By _____ Date _____

Notes: _____