



CIVIL TOWN OF SUNMAN

Utility Bill Adjustment Request

Sunman Utilities | 604 North Meridian Street | Sunman, IN 47041 | 812-623-2066

Customer portion

Complete Sections 1 and 2. Utility staff will complete the office-use sections on page 2.
Please print clearly if completing by hand.

1. CUSTOMER INFORMATION

Customer Name

Request Date

Service Address

Account Number

Book Number

Phone

Email

Property Owner (if different)

2. LEAK / REPAIR INFORMATION

Date Leak Discovered

Date Repair Completed

Repair Performed By

Description of Leak and Repair

3. ADJUSTMENT POLICY

- Only one (1) wastewater adjustment is allowed per residence, and two (2) per commercial property, in one calendar year.
- Additional adjustment requests must be brought to the Town Council.
- The leak must be inspected by a Utility Department representative and approved by the Utility Superintendent.
- Appeals of the Utility Superintendent's decision must be brought to the Town Council in writing.



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Office use only

OFFICE USE ONLY - CUSTOMER MAY STOP HERE

Utility staff should complete the review, approval, and billing adjustment sections below.

4. UTILITY REVIEW - OFFICE USE ONLY

Inspected By

Inspection Date

Decision

☐ Approved

☐ Denied

Reason Denied (if applicable)

Utility Superintendent Signature

Date

Office Signature - Clerk-Treasurer

Date

5. BILLING ADJUSTMENT CALCULATION - OFFICE USE ONLY

Total Wastewater Charge (\$)

Average Wastewater Usage (\$)

Total Water Charge (\$)

Average Water Usage (\$)

Total Tax Charge (\$)

Total Tax Due (\$)

Total Adjusted (\$)

To Council for Approval On

Clerk-Treasurer Signature

Date

Received Stamp / Office Notes