



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

☐ Other:

Description of Leak and Repair

Customer Signature

Date

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 or supported by reliable information and approved by the Utility Manager.
- Appeals of the Utility Manager'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

Verification Method - check one or both

☐ On-site inspection ☐ Reliable outside information / documentation

Inspected / Verified By

Review Date

Outside Source / Documentation (if applicable)

Decision ☐ Approved ☐ Denied

Reason Denied (if applicable)

Utility Manager Signature

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