Sewer Utility Billing
102-A South Holden St. – Warrensburg, MO 64093
Phone: 660-262-4549 – Fax: 660-747-8927

Request for Sewer Utility Account Adjustment

Customers may appeal the bill within fifteen (15) days of receiving the bill to the City Collector and, if not satisfied, to the Director of Finance.
Requests submitted in excess of the 15 days will not be accepted.
Current balance due must be paid in full with approved adjustment amounts applied to future charges as a credit to the account.
Documentation to support claim of proposed adjustment must accompany the written request.
Request must be signed by name listed as account holder.
Requests will be reviewed before any adjustment to account will be made.
Accepted reviews may take up to 30 days to process.

Date of Request:	**Date of Bill:**
Account #:	
Account Holder Name: **(must be listed on account)**	
Account address:	

Reason for Request: Please explain in detail the adjustment amount and reason with documentation why you have applied for a request to be adjusted to the account in question:

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Account Holder Signature & Date
(must be listed on account)

Updated 04/10/15