



Received by (employee):

If an account owner feels the meter reading/bill usage is inaccurate (higher than expected) this completed form shall be submitted to the Borough for account review

<b>Account Number:</b>	
<b>Name of Account Owner:</b>	
<b>Account Service Address:</b>	
<b>Phone Contact:</b>	<b>E-mail Contact:</b>

**Briefly Describe Concern:**

**Provide a List of Attachments:** (verifying documentation, past bills, photos, etc.)

<b>Account Owner:</b>	
<b>Signature:</b>	<b>Date:</b>

**Work Order (WO):** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Assigned to:** \_\_\_\_\_

**If clerical/administrative error – Resolved/corrected Y or N**

**Date Account Owner was notified via phone and email and WO closed:**

**If further investigation required - add subsequent work orders and any associated verification documentation, photos, etc. to package. When investigation and recommendations for resolution are complete - add this WO to be discussed at the next occurring Water Authority Meeting.**

**Notify account owner of meeting agenda by phone and e-mail. Notification completed – Date:**

**Resolution was reviewed and confirmed by the Water Authority at meeting held – Date:**