



REQUEST FOR BILL ADJUSTMENT

Richland County Utilities (RCU) customers may complete and submit this form in order to request a bill adjustment. Completed forms can be printed and returned in person, faxed to **803-401-0030**, or mailed to Richland County Utilities, 7525 Broad River Road, Irmo, SC 29063.

Customer Name: _____ **Account No.:** _____

Service Address: _____

Primary Telephone No.: _____ **Secondary Telephone No.:** _____

Social Security No. _____ - _____ - _____ **or Employer Identification No.** _____

Date of Request: _____ **Date of Repair:** _____

Indicate the billing month, as shown on the bill, for the requested adjustment : _____

- If the request is due to a leak, proof of repair must be provided in order to receive a leak adjustment. If no proof is provided then an adjustment cannot be granted.
- No adjustment will be given on any bill older than the past two billing cycles.
- No adjustments will be given on irrigation meters.
- I understand that only one adjustment per twelve month period will be granted

Brief Description of Request: _____

Signature: _____

FOR OFFICE USE ONLY:

Name of Personnel Making Adjustment: _____

Amount of Adjustment: _____

Approved By: _____ **Date of Approval:** _____

Reason Adjustment was Denied: _____

