

CUSTOMER REQUEST TO WAIVE PENALTY, LATE FEE OR INTEREST

Alamogordo Code of Ordinances provides that the City Manager AND the Finance Director may waive a penalty, late fee or interest for extraordinary circumstances provided such circumstances are documented in the customer's account and that no more than one waiver is granted per account in any twelve (12) consecutive billing periods. (28-03-087(B)).

Utility Billing Account Number: _____

Name: _____
Print Legibly

Address: _____
Utility Service Address

Telephone #: _____

For the reasons stated below I am requesting that the penalty, late fee, interest
Circle one

charged to my account be waived:

Amount requested to be waived: \$ _____

Signature

Date

.....
CITY USE ONLY
.....

Penalty, late fee, interest assessed for: _____

Waiver approved last 12 months? Y N

Employee's Initials _____

Finance Director Approved / Disapproved

Date

City Manager Approved / Disapproved

Date