

618 South 2nd Street  
P.O. Box 1048  
Virginia, Minnesota 55792



# Virginia Public Utilities

Phone: 218-748-7540  
Fax: 218-748-7544  
www.vpuc.com

## Request for Billing Adjustment

A billing adjustment may be requested due to the failure of a customer's plumbing or mechanical system or other event resulting in atypical usage. Repairs must be completed prior to submitting a request for billing adjustment. Documentation of the repair and an inspection performed by the Utility may be required. Requests must be submitted within ninety days of the date of occurrence. Adjustments shall be in accordance with the current adjustment process of the Utility. Adjustment requests for City and County garbage charges must be addressed to the City of Virginia.

Account Number \_\_\_\_\_

Customer Name \_\_\_\_\_

Service Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Commodity     Electric     Gas     Water     Sewer     Steam

Reason for Billing Adjustment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Occurred \_\_\_\_\_

Corrective Action Taken

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Corrected \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

To be completed by Virginia Public Utilities

- Billing Adjustment Approved    Adjustment Amount \$ \_\_\_\_\_     Adjustment Worksheet Attached     Adjustment Written  
 Billing Adjustment Denied     Incomplete Information     Customer Contacted

Reason for Denial

\_\_\_\_\_  
\_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_