



REQUEST FOR PENALTY WAIVER

Per the City of Gardner Municipal Code Section:

A. Late Payment Charges. All bills delinquent after 20 days from the billing shall be subject to a 10 percent penalty.

Customers contesting the 10% penalty assessed to their utility account may be granted a one-time waiver of a charged penalty.

- Requests for waiver must be submitted in writing and signed by the person on record for the utility account
- Request must be made within 30 days of the delinquent notice.
- The utility account has not received a waiver of a penalty.
- Submitting a request will not prevent disconnection of service due to non-payment

Name on utility account (as shown on bill): _____

Service Address: _____

Phone # _____ E-mail _____

Utility Account # _____ Amount of penalty: \$ _____

Bill date of penalty being requested for waiver: _____

Reason for request: _____

Signature: _____

Date: _____