

EXTENSION REQUEST FORM HIGH BILLING

- 1) No one except the person whose name is on the account or the legal spouse of said person can request any action on an account.
- 2) Extensions cannot exceed three months.
- 3) Request has to be received prior to the 10th of the month.
- 4) No more than one (1) extension will be granted per calendar year (Jan-Dec).

Instructions: To request an extension to pay your utility bill, complete the information below and return this form to the Town of Oak Grove Water Dept. via any of the following methods.

<i>In Person or Mail</i>
Oak Grove Water Dept. 407 East Main St. Oak Grove, LA 71263

<i>Email</i>
ogwater2@yahoo.com
<i>Fax</i>
318-428-4556

Account Name: _____

Service Address: _____

Phone #: _____ **Bill Amount: \$** _____ **Extended Dt:** _____

PLEASE INITIAL EACH LINE

_____ I understand that the break down of the high bill PLUS the current bill due each month is due on or before the 20th of the month at 4pm.

_____ I understand that if I fail to pay the full balance by the above-mentioned date, I am subject to the immediate cutoff without further notification.

_____ I understand I am allowed only one extension per calendar year and that under NO circumstances will an extension be granted on this extension.

I hereby request that the Town of Oak Grove delay without penalty the payment date of my bill.

Signature: _____ **Date:** _____

**** FOR OFFIC USE ONLY****

Account #: _____

Customer Contacted: _____

Approved _____ Denied _____

Date: _____

By phone: _____

In Person: _____

Reason for Denial: _____

Posted: _____

Processed by _____