



City of Nowata
114 S. Maple
Nowata, OK. 74048
utilities@nowataok.gov
Phone: (918) 273-3538

POOL ADJUSTMENT REQUEST FORM

| | | | |
|------------------------|--|---|--|
| Name: | | | |
| Service Address: | | | |
| Phone: | | Account Number: | |
| Date Pool Filled: | | Approximate Number of Gallons Used to Fill Pool | |
| Reason for pool fill | | | |
| Starting Meter Reading | | Ending Meter Reading | |

****INCOMPLETE FORMS WILL NOT BE PROCESSED****

- Pool permit may be required.
- Adjustment is available no more than once annually.
- Adjustment is available only for wastewater (sewer) portion of bill.
- Request Form must be complete and received within 30 business days of the pool fill.
- All customers requesting a billing adjustment in accordance with these guidelines are required to pay their bill in full or make payment arrangements while this form is being processed.

Please allow two (2) Full billing cycles for a credit to be issued.

By signing, I certify that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

OFFICE USE ONLY

APPROVED _____

DENIED _____

Utility Billing Clerk Processed Request _____ Date: _____