

West Carteret Water Corporation

Adjustment Guide

- To request an adjustment on an account, the accountholder must write a letter or complete an adjustment request form from the Water Corporation. State what the problem was and the date repaired. Be sure to include the account #, name, and contact information. To verify repair, attach copies of any receipts or invoices if available.
- Each account is only eligible to receive **one adjustment every 12-month period**. Therefore, water usage from a leak should be substantially above the average to be considered for an adjustment.
- All usage from a leak must be billed to the account before the adjustment can be calculated and processed. Please be patient. **It sometimes takes 1 to 3 months to complete the adjustment process depending on when the leak occurred in relation to the billing cycles.**
- While waiting for an adjustment, please pay the **average** amount of your bill. You may also pay the total balance and then have the account credited. Any penalties incurred on the account during the process will be deducted along with the adjustment for the water leak. A past due amount may be shown on your next bill while waiting for the adjustment, but the account is in no danger of disconnection as long as the request for an adjustment has been received by the Corporation and is pending.
- Adjustments are calculated based on the six-month average for the account. The Corporation absorbs 50% of the excess above the average, which is determined by subtracting the six-month average from the leak bill. This results in a slightly higher than normal bill for the customer, but being a nonprofit member owned company, it is not possible for the Corporation to absorb 100% of the excess.
- **No adjustments will be given for amounts less than \$40.** In cases where the adjustment is questionable, the Corporation will send a yellow postcard to be signed and returned to the Corporation in order to receive the adjustment.
- Where a request for an adjustment is questionable due to negligence on the part of the account holder, the adjustment request may be rejected or denied.

PLEASE KEEP THIS PAGE FOR YOUR RECORDS.

Book: _____

Stop: _____

West Carteret Water Corporation

(A Non-Profit Corporation)

4102 Highway 24

Newport, North Carolina 28570

Office: (252) 393-1515 ♦ Fax: (252) 393-1540

ADJUSTMENT REQUEST FORM

In order to review your account for an adjustment, please explain in full detail all information regarding leaks and repairs, attaching copies of all repair receipts. WCWC will calculate the overage and absorb fifty percent of the excess above the account's average water bill. Adjustments can only be completed after it has been determined that the leak has been repaired. **The minimum will be \$40.00.**

One adjustment per account location per 12-month period will be allowed.

DATE: _____

ACCOUNT NUMBER: _____

NAME: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

CONTACT NUMBER: _____

ALT CONTACT NUMBER: _____

LEAK DATE: _____

REPAIR DATE: _____

WHO REPAIRED: ACCOUNT HOLDER LICENSED PLUMBER

RECEIPTS PROVIDED: YES

PROBLEM: _____

Signature of Account Holder / Date