



City of Alachua

PO Box 9
Alachua, FL 32616
(386) 418-6110
(386) 418-6114

Deposit Credit Request

The City will credit the deposit of any residential customer to that customers' account when, for two consecutive years, the customer has maintained a timely payment record. A timely payment record shall be defined to mean the payment of all outstanding utility bills on or before the due date, **no** non-payment disconnects, **no** returned checks, **no** returned automated clearing house (ach) payments. The Utility Billing Supervisor may, upon good cause shown, approve the credit of the customer deposit if there has not been more than one late notice during the two-year period.

Name: _____ Utility Account# _____

I understand that my deposit credit request depends upon the meeting of the criteria set forth above. I also understand if, subsequent to receipt of the Deposit Credit, I fail to meet the stated criteria, I will be required to provide a deposit based upon the then existing City of Alachua deposit requirements in order to continue to be provided utility service.

Customer signature: _____ Date: _____

Customer Service: _____ Date: _____

Refund approval: _____ Date Entered: _____

Refund Disapproval: _____ Date Noted: _____