



Customer Selected Due Date Application

I, _____, the City of Griffin utility customer located at
_____, Utility Account # _____,

hereby request that the due date for my monthly utility statement be changed to the (select one date)
__ **3**rd; __ **10**th; __ **17**th; __ **24**th of the month. I understand that this due date may vary by a few days
month-to-month due to this date falling on a weekend or holiday.

_____ I have been advised by the Customer Service Representative that due to this change of due
date, I may receive two (2) utility statements in the month this change takes effect, or the
number of days of service may be longer than usual for that first month.

_____ I have also been advised that this change of due date must remain in effect for a period of not
less than 12 months before I can request another change of due date.

_____ Utility statements must be paid in full on or before the **Due Date**, or they will be subject to late
payment penalties and/or disconnection. I have been advised that the City of Griffin will not
make payment arrangements for utility accounts that become delinquent.

Print Name

Contact Phone Number

Sign

Email Address

Date

Customer Service Representative

Date