



FINANCE DEPARTMENT
CITY OF CULVER CITY
9770 CULVER BLVD, CULVER CITY, CA 90232
accounts.receivable@culvercity.org

PH (310) 253-5890

FAX (310) 253-5880

REFUSE PENALTY WAIVER REQUEST FORM

MAXIMUM ONE PENALTY PER ROLLING TWELVE (12) MONTH PERIOD

ACCOUNT INFORMATION		
Today's Date:		
Account Number:		
Name on the Account:		
Service Address:		
Amount of penalty requesting to be waived: \$		Invoice Number:
I paid this bill: _____ With an online bill pay system (please attached a delivery confirmation from bank bill pay system). _____ In person. Date of receipt: _____ _____ Via USPS Mail. Date of receipt: _____ _____ Via City of Culver City night drop. Date and time of drop: _____		
Please explain why you feel the penalty waiver should be granted. Please attached any supporting documentation and submit this request to the Finance Department.		
<i>Additional explanation can be attached to form.</i>		
INFORMATION ABOUT YOU		
Your Name:		
Contact Phone:	Contact E-mail:	
<u>AGREEMENT</u> I understand this request will be reviewed by the Revenue Manager and its approval or denial decided by the City Manager or Chief Financial Officer. During this process, your account must remain in good standing with any/all outstanding balances paid in full (including penalties) by their respective due dates. If your account is not in good standing, your request will be subject to immediate denial. I understand there is a maximum of one (1) penalty waiver per rolling twelve (12) month period based on payment history. I, _____, am the account holder for the account noted above, and by signing my name here to do affirm that the above statement is true and correct. If any information I provide is found to be false and/or misleading, the waiver of the penalty will not be granted. I understanding this process may take up to two weeks to be resolved during which my account(s) must remain in good standing. Signature: _____ Date: _____		
OFFICE USE ONLY		
Received by:	Date:	Last Penalty Waived on:
Approved by:	Date:	Penalty Waiver Request Status: _____ Approved. Penalty Waived: \$ _____
Processed by:	Date:	_____ Denied. Reason: _____