



**Town of Holly Springs
Request for Waiver of Late Fee**



Today's Date: _____

Customer Name: _____

Service Address: _____

Account Number: _____

Email Address: _____

Phone #: _____

I understand that I must have had utility service with the Town of Holly Springs for at least 12 months and that I am eligible for a one (1) time per fiscal year waiver of a utility bill late fee. I am only eligible again for waiver of late fee after one (1) fiscal year from the last request. Request must be made within 30 days of assessment.

Customer Signature: _____

Taken By: _____



Questions? You can reach customer service by phone at (919) 557-3920 or (919) 557-3922.

You can submit this form by any of the following ways:

- Email to debbie.mann@hollyspringsnc.us or Gloria.heggie@hollyspringsnc.us
- Fax to (919) 557-7407
- Deliver to the Finance Department on the first floor of Town Hall at 128 S. Main St.
- Mail to the Town of Holly Springs Finance Department at PO BOX 8, Holly Springs, NC 27540