

**TOWN OF MORRISTOWN SEWER BILLING ADJUSTMENT FORM FOR PRIVATELY METERED NONCONTRIBUTORY WATER**

**FORMS SUBMITTED AFTER THE DUE DATES WILL NOT BE CREDITED.**

The form must be filled out completely. Forms that are missing information and/or signatures will be returned. To simplify your future submissions, consider filling out “Property Address Information” and “Private Meter Information” and make copies for future use.

PROPERTY ADDRESS INFORMATION FOR PRIVATE METER READS		
Property Owners Name:	Phone #:	
Email:	Block:	Lot:
<b>Sewer Account Number:</b>		
Sewer Account Address:	Water Account Number:	

PRIVATE METER INFORMATION	
Meter Manufacturer:	Model #:
Serial #:	
Installation Date:	Dial Reading When Installed:
<b>*Meter location picture &amp; meter dial/reading picture must be attached with initial submission.</b>	
<b>*Sketch of property (plan view) or copy of current property survey must be attached with initial submission showing road, building, SMCMUA water service and meter location.</b>	

SMCMUA PRIVATE METER MONTHLY READ ACCOUNT						
Check Box	SUBMISSION DUE DATE	Quarter	Based on	Last Read Date & Dial Reading	Present Read Date & Dial Reading	Check Box
	January 5	1 <sup>st</sup>	Prior Oct-Dec SMCMUA readings			Gallons
	March 5	2 <sup>nd</sup>	Jan-March SMCMUA readings			Cubic Feet
	<b>July 5 *</b>	<b>3<sup>rd</sup> *</b>	Apr-June SMCMUA readings			100 Cubic Feet
	<b>October 5 *</b>	<b>4<sup>th</sup> *</b>	Jul-Sept SMCMUA readings			

**\*THE MAJORITY OF PRIVATE METER READING SUBMISSIONS & CREDITS ARE GENERALLY APPLIED AFTER RECEIVING 3<sup>RD</sup> & 4<sup>TH</sup> QUARTER SEWER BILLS.**

I CERTIFY UNDER PENALTY OF LAW THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND ACCURATE, THAT THE METER READING UNITS AND NUMBERS ARE PROVIDED AS READ FOR THE PRIVATE METER ABOVE AND THAT THE INFORMATION PROVIDED HEREIN IS FOR WATER USED BUT DID NOT ENTER THE SANITARY SEWER SYSTEM.

**PROPERTY OWNERS SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Sewer charges based upon the above rates shall be adjusted for a user who can demonstrate and certify to the Town the actual metered non-contributory water that is not being discharged into the sanitary sewer system of the Town. The user shall be credited quarterly at the applicable rate times the number of units metered, provided that the metering device is satisfactory, and measurements are reasonably accurate in the judgment of the Town Engineer. Meters shall be available for inspection by the Town and meters shall be calibrated if/as required by the Town.