

## **Instructions for Completing the Refund Request Report**

Please fill in every blank. If you have no activity in a category, please complete it by entering a zero (0).

### **Customer and Collection Information**

1. Enter the account name, address and phone number.
2. Enter the date and the amount of service charge that was billed. (This can be a combination of months that the customer has not paid)
3. Enter the service charge amount that was received from the customer if any.
4. Enter the amount of Service Charge that was submitted to the County for each account.
5. Enter the amount of Service Charge that you, the hauler, have not been able to collect after all collection processes have been completed.

Repeat 1-5 for each account that has not submitted the full amount of service charge owed.

Sign and date the form and remit it to Dodge County Environmental Services. Please make copies as needed for any additional uncollected accounts.



## Environmental Services

721 Main St N Dept. 391  
Mantorville, MN 55955  
(507) 635-6273  
[www.co.dodge.mn.us](http://www.co.dodge.mn.us)

### REFUND REQUEST FOR UNCOLLECTABLE DODGE COUNTY WASTE-TO-ENERGY SERVICE CHARGE

Customer details for Dodge County Collection purposes and hauler reimbursement:

(1)Customer Name _____	Phone: _____
Address _____	
(2)Dates billed: _____	WTE Service Charge Amount billed: _____
(3)Service Charge received from customer (if any):	_____
(4)Service Charge submitted to County:	_____
<b>(5)Uncollected Service Charge Balance Due from customer:</b> _____	

(1)Customer Name _____	Phone: _____
Address _____	
(2)Date billed: _____	WTE Service Charge Amount billed: _____
(3)Service Charge received from customer (if any):	_____
(4)Service Charge submitted to County:	_____
<b>(5)Uncollected Service Charge Balance Due from customer:</b> _____	

(make copies as needed)

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Signature

Title

Date

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Company Name

Phone Number

This form may be submitted in to Dodge County for reimbursement after all measures have been taken by the Hauler to collect the Service Charge.

**Mail to:** Dodge County Environmental Services, 721 Main St N Dept. 391, Mantorville, MN 55955. If questions please call: 507-635-6273