

**BETHLEHEM TOWNSHIP FINAL BILLING REQUEST**  
**4225 EASTON AVENUE BETHLEHEM PA 18020**  
**PHONE: 610-814-6460 – FAX: 610-861-9641**  
**\*\* REQUESTS RECEIVED MORE THAN 30 DAYS FROM THE SETTLEMENT DATE**  
**MAY NOT BE COMPLETED AND MAY BE RETURNED\*\***

SETTLEMENT DATE: \_\_\_\_\_

SELLERS: \_\_\_\_\_

BUYERS: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

BUYER'S MAILING ADDRESS: \_\_\_\_\_  
ONLY IF DIFFERENT THAN SERVICE ADDRESS

BUYERS' PHONE NUMBER: \_\_\_\_\_

**\*\*\*MUST BE COMPLETED FOR CALCULATION:**

**\*\*\*REQUESTED BY:** \_\_\_\_\_ **\*\*\*PHONE NUMBER** \_\_\_\_\_

**\*\*\*FAX NUMBER:** \_\_\_\_\_

**\*\*\* CYCLE CODE:** \_\_\_\_\_ (Located on front of certification)

**\*\*\* SEWER ACCOUNT NUMBER:** \_\_\_\_\_  
(Located on front of certification)

**\*\*\* FINAL WATER USAGE:** \_\_\_\_\_ (GALLONS OR CUBIC FEET?)

**\*\*\* (PLEASE DO NOT GIVE METER READING)** (Located on final water bill)

**\*\*\* EFFECTIVE WATER USAGE DATES:** \_\_\_\_\_ TO \_\_\_\_\_  
(Located on final water bill) **\*\*\* Please fax final water bill if possible \*\*\***

**\*\*\*PLEASE NOTE: YOU MUST SUPPLY US WITH THE USAGE AMOUNT FROM THE LAST WATER READING DATE THAT IS ON YOUR CERTIFICATION ( BOTTOM OF CERT, QUARTERLY CHARGES DUE THROUGH DATE ) TO YOUR FINAL WATER READING DATE.**

**THANK YOU FOR YOUR COOPERATION.**

**FOR FINANCE DEPARTMENT USE ONLY:**

LAST PAYMENT AMOUNT \_\_\_\_\_ LAST PAYMENT DATE \_\_\_\_\_

UNPAID ACCOUNT BALANCE \_\_\_\_\_

PRO-RATED CHARGES \_\_\_\_\_ THROUGH \_\_\_\_\_

TOTAL AMOUNT DUE \_\_\_\_\_

PREPARED BY \_\_\_\_\_