



MEMORANDUM

To: Vicki Tessmer, Supervisor, Board Records
Through: Colleen Harris, Utility Accounts Control Supervisor
From: Carmen Camarda, Customer Service Rep II
Date: August 4, 2020
Subject: Refund Request

Refund Request Information

Petitioner

SIRE USA CORP
6801 Gulf Drive, Holmes Beach, Florida 34217-1350

Reason for Request

On July 17, 2020, MCUD Billing Division received documentation for adjustment on account due to water/sewer charges were created in error. Billing credited the account for the time frame of December 16, 2019 through May 27, 2020 for water services and late fees which brought the credit balance of \$2,221.52.

We are therefore requesting a refund of \$2,221.52, minus future monthly billing charges on this account.

Refund Amount: \$2,221.52

Record/Invoice/Account # 308232-75884

Authorization

Colleen Harris approved this refund request on 08/04/2020.

Disclaimer

In an attempt to protect individual privacy and to adhere to Payment Card Industry security standards, backup information for this transaction has been omitted. You may request materials related to this transaction by making a Public Records request online at www.mymanatee.org/records or by calling (941) 742-5845.