



## MEMORANDUM

To: Vicki Tessmer, Supervisor, Board Records  
From: Tina Smith, Utilities Customer Service Team Supervisor  
Date: June 17, 2020  
Subject: Refund Request

### Refund Request Information

#### Petitioner

8004 Cortez LLC  
8004 Cortez Rd W  
Bradenton, FL

#### Reason for Request

This customer is requesting the credit balance on his account of \$924.50 be refunded. He set his recurring payment to draft \$400.00 a month. His utility bills are not that high, so each month he received a credit to his account. At this time, he would like the credit balance refunded and in the future lower his monthly draft amount.

We are requesting a refund of \$924.50, minus future monthly billing charges on this account.

**Refund Amount:** \$924.50

**Record/Invoice/Account # 267285-70568**

#### Authorization

Gwen DeTone approved this refund request on June 17, 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](http://www.mymanatee.org/records) or by calling (941) 742-5845.