



# KINSTON PUBLIC SERVICES

Buildings & Grounds, Business Office, Electric, Engineering, Environmental Services,  
Fleet Maintenance, Meter Reading, Stormwater, Streets, Wastewater, and Water

*Kinston, the right place ... Kinston Public Services, the right choice.*

## - REQUEST TO CHANGE UTILITY BILL DUE DATE -

24-hr Customer Service  
(252) 939-3282

Today's date: \_\_\_\_\_

Customer/Premise #: \_\_\_\_\_

Current Due Date: \_\_\_\_\_

Requested Due Date: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Customer's Signature: \_\_\_\_\_

The Kinston Public Services Business Office Administrator will audit the above account to determine if the due date can be changed. You will receive a completed copy of this form, with the results, after the audit is completed.

If your due date is changed and you fail to make payment by your new due date at any time, this agreement will be voided and you will be reverted back to your original due date.

Request:

Approved: \_\_\_\_\_ Effective Billing Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Reason Denied: \_\_\_\_\_

\_\_\_\_\_

Business Office Administrator: \_\_\_\_\_

Mail form to: City of Kinston  
Attn: Sharron Dempsey  
PO Box 339  
Kinston, NC 28502