

ORIGINAL



May 2, 2019

UTILITY DEPOSIT REFUND POLICY

Effective immediately upon signature, anyone requesting a refund of utility deposit must adhere to the following:

1. If a refund is for a local Falmouth address, the person named on the account must physically come to the office and pick up the refund check, show identification, and sign as received.
2. If a refund is to be mailed out-of-town (Falmouth), make sure a valid mail-to address is added to work order at time of call.
3. A certified return receipt will be attached to the refund at the expense of the person requesting a refund and deducted from the refund amount.

Ramona Williams
City Clerk/Treasurer

Jon Sturges
Mayor

5-2-19
Date

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