



City of St. Paul Park  
600 Portland Avenue  
St. Paul Park, MN 55071  
651-459-9785

### Utility Billing Office Dispute Form

You may question the basis for one or more of the charges shown on your bill. For an explanation of charges you may either call (651) 459-9785, e-mail [city@stpaulpark.org](mailto:city@stpaulpark.org) or mail your question to: *City of St. Paul Park, Utility Billing, 600 Portland Ave., St. Paul Park, MN 55071.*

If after explanation you still want to dispute the charges, you must notify the Utility Billing Office in writing, stating factual reasons and the disputed amounts (below). The complaint and any payments pertaining to the dispute must be sent to: *City of St. Paul Park, Attention: Utility Billing Disputes, 600 Portland Ave., St. Paul Park, MN 55071.* You can also fax your dispute to: Attention Utility Billing Disputes at (651) 459-6144 or e-mail to: [city@stpaulpark.org](mailto:city@stpaulpark.org). Make sure to type – Attention Utility Billing Dispute – in the subject field. Failure to pay any charges not in dispute may result in water turn-off for delinquency and/or tax assessment of unpaid charges.

<b>Instructions:</b>	<ol style="list-style-type: none"><li>1. The complaint must be filed within forty-five (45) days of the due date of the bill being disputed.</li><li>2. The complaint shall state the specific disputed item(s) on the bill and reasons for the dispute. Failure to complete any item below may cause your complaint not to be investigated; and may result in water turn-off for delinquency and/or tax assessment of unpaid charges.</li><li>3. Attach copies of bills or other documents.</li></ol>
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Name	Day Time Phone Number
E-mail Address	Evening Phone Number

Mailing Address	City, State Zip
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Account Number	Property/Service Address
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Complaint is for (check all that apply):	Bill date(s) on statement(s):	Amount(s) disputed (required):
<input type="checkbox"/> Water charge(s)		\$
<input type="checkbox"/> Sewer charge(s)		\$

Reason(s) for dispute:  _____  _____  _____  _____  _____  _____
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Signature	Date
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<b>Utility Billing Use Only – Received by:</b>	<b>Date Received:</b>
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