

Waste Generation Fee Appeal Form Instructions

1. Become familiar with the terminology by reviewing the information available on our website (<http://www.wsaemc.org>).
2. You must submit your appeal within 60 days of the date printed on your bill. **If your appeal is postmarked later than this date, your appeal will be denied.** You may submit an appeal for the current calendar year only.
3. Fill out the form completely. Your parcel number is printed on your Waste Generation Fee bill or your tax bill. If we cannot identify your property's location, your appeal may be denied.
4. You are submitting this appeal - the burden of proof is yours. If you do not provide the requested documentation, your appeal may be denied.
5. We may need to visit your property during normal business hours. If you deny us access to your property, your appeal will be denied.
6. Please allow us sufficient time to process your appeal. In order to take advantage of the discount period, or to avoid paying late payment penalties, you should pay this bill. If we accept your appeal, a refund will be mailed promptly. **If you wait to pay this bill, you may lose the discount or incur a late payment penalty.**
7. For individual assistance, please call our office at (610) 278-3045.
8. Mail your completed form and attachments to:

Waste System Authority of Eastern Montgomery County
PO Box 311
Norristown, PA 19404-0311
