



REQUEST FOR PAYMENT PLAN

This is only a request

THIS IS NOT A GUARENTEE THAT YOU WILL BE ALLOWED A PAYMENT PLAN

Name: _____ Address: _____

Account Number: _____ Phone Number: _____

Length of time for payment plan request: _____

Payment amount requested: _____

Have you been allowed a payment plan in the past 12 months? ____ YES ____ NO

Reason for request:

Failure to maintain this payment arrangement will result in a \$40 delinquent fee being assessed to your account, your water services will be disconnected without notice, and you will no longer be eligible for payment arrangements/extensions.

Qualification for payment plan:

1. No payment plan in the last 12 months
2. 12 months good payment history

If the payment plan is granted:

1. The customer agrees to pay the amount of the arrangement
2. The arrangement can be the greater of 1 /12 th of the balance or \$50 in addition to the regular monthly bill
3. The length of the payment plan cannot exceed 12 months
4. Any breach of payment provision shall result in the immediate termination of water service, a delinquent fee assessed, and closure of the account. Any outstanding balance owed by the customer must be paid in full and a deposit paid before the customer may reopen the account. The customer will be responsible to pay any applicable fees.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

APPROVED	DENIED
Explanation:	
Signature: _____ Date: _____	

Please attach transaction history to each request.