

# CITY OF TOPPENISH

21 West First Avenue  
Toppenish, WA 98948

*"Where the West Still Lives"*

## CITY OF TOPPENISH Budget Billing Payment Plan Application

Applicant Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_  Cell  Home  Other

Alternate Number: \_\_\_\_\_  Cell  Home  Other

### TO BE COMPLETED BY OFFICE STAFF:

Account Number: \_\_\_\_\_

Billing Period: \_\_\_\_\_ - \_\_\_\_\_

Monthly Payment Amount: \_\_\_\_\_

The City of Toppenish offers a Budget Billing Program to its residential, owner-occupied customers to facilitate their payment of Utility Bills. It allows customers in residential, single, and multi-family homes that are owner occupied customers to pay an equal monthly sum for their utility bills throughout the year based on their prior twelve (12) month billing history.

### Terms and Conditions

#### 1. Eligibility Requirements

- a. The customer must be a residential, single and/or multi-family unit utility customer.
- b. The customer must have a twelve (12) consecutive month billing history for the subject property.
- c. The customer must have a current account at the time of application.
- d. The customer must have no more than one late fee on their account, an NSF or chargeback of an online payment, within the immediately preceding twelve (12) month period for any renewal applications. This requirement is waived for the initial application.
- e. The customer must be the owner of the property residing in the residence; and
- f. The customer must un-enroll from autopay if they are currently enrolled.

#### 2. Duration of Plan

Customers may apply for the Budget Billing Program during open enrollment periods. The duration of the Budget Billing Program shall be for a period of twelve (12) consecutive months and shall be reconciled at the conclusion of the twelve (12) month period, at which time customer shall pay any balance due or any

overpaid funds shall be credited to the customer's account. The plan will not be automatically renewed and shall automatically terminate upon transfer of property ownership and/or residents. Customers may choose to terminate this agreement at any time, by paying all outstanding amounts necessary to reconcile the account to a zero balance.

**3. Open Enrollment Periods**

- a. June 1-30; and
- b. December 1-31

**4. Method of Calculation**

The City shall calculate the customer's monthly payment at enrollment based on the average of the immediately preceding twelve (12) month period. The customer may request a calculation prior to enrollment for the purpose of determining whether to enroll or not.

**5. Delinquent Accounts**

Payments **must be made no later than 5:00 p.m. on the 15<sup>th</sup> day of each month.** If a customer becomes delinquent or in arrears on the accounting utilizing the Budget Billing Program, the program will terminate, and the customer will not be eligible for reenrollment in the program for a period of twelve (12) months from the date of delinquency.

I/we have read and agree to the terms and conditions of this budget billing payment plan and understand that I/we must make the agreed payment for the period of twelve (12) months. At the termination of the twelve (12) month period I shall pay all amounts necessary to reconcile the account to a zero balance.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget and Finance Director

\_\_\_\_\_  
Date