



Utility Bill Payment Agreement Form

No one except the person whose name is currently
on the account can request any action on the account.

Name _____ Phone# _____

eMail _____

Service Address _____

Billing Address _____

Account # _____ Total Amount Currently Due _____

Date Requested _____ Date Account will be paid in full _____

Payment agreement dates will not be extended beyond 12 months from agreement date.

Per this agreement with the Town of Warrenton you have agreed to the following items
(all 3 lines must contain the requested information for request to be considered):

- A. Make additional payments monthly utility bill, **due no later than the 20th of each month**, beginning on: _____
- B. Bring account fully up to date by: _____
- C. Pay a **minimum monthly payment amount of**: _____ *

Please sign below in acceptance of this agreement. Failure to make a monthly payment or comply with this contract will result in utility termination and I, the undersigned customer, hereby waive my right to receive any additional notices.

I, the below signed customer, understand that if this account is permitted to remain delinquent past the extended date, service will be disconnected and in addition to the full past due amount, I will owe a \$40.00 reconnect fee.

Customer Signature: _____ Date _____

Town of Warrenton Representative _____ Date _____

For agreement to be in effect, it must be signed by a town representative.

TOWN OF WARRENTON

PAYMENT PLAN POLICY FOR WATER AND SEWER BILLS

The purpose of this policy is to provide the utility customer with a means to extend the amount of time they may need to pay their bill prior to service disconnect.

A payment plan will allow a customer more time to pay their bill. The payment schedule for payment plans will be established at the time of request but may not exceed 12 MONTHS.

Those on a payment plan will not be charged late fees so long as the scheduled payments are made.

To setup a payment plan, complete the enclosed form and bring to Town Hall to have the agreement approved. The following rules will apply to payment plans:

- a) The payments must be an agreed upon amount which will bring the account current within the time-period requested.
- b) Payments must be received prior to the 20th of each month.
- c) The customer is responsible for ensuring that they follow these guidelines to avoid service disconnection.
- d) Failure to make an agreed payment will nullify the agreement and service will be disconnected.
- e) If the past due amount is not paid in full on the final agreed upon due date, service will be disconnected.
- f) No notice will be sent to the customer prior to disconnection and the customer will be responsible for paying a \$40.00 reconnection fee in addition to the full past due amount before service will be reconnected.
- g) Delinquent notices with the total past due amount owed are generated monthly for all accounts with past due balances. Use this notice as a reminder to make the agreed upon payment before the 20th of the month.
- h) The Director of Finance has the discretion to negotiate an extended payment plan for catastrophic cases.

***To determine your minimum monthly payment, take your average monthly bill amount and multiply it by the number of months requested. Then add that number to your current total amount due. Divide that number by the number of requested months, and that should be your minimum monthly payment amount.**

We can assist you in determining what your minimum payment should be to bring your account up to date by the end of the requested time period.

Unexpected high usage may require an adjustment to your monthly payment amount.

Please note, our billing system is not currently able to set a billing amount other than what is due on the bills, so it is the customer's responsibility to make the agreed upon payments.