



## **OPEN ENROLLMENT FOR BUDGET BILLING**

The Town of Eatonville offers a Budget Billing program to its customers to facilitate their payment of Utility bills. **This program is available to residential customers only.** It allows residential, single and/or multi-family unit customers to pay an equal monthly sum for their utility bills throughout the year based on their prior 12 month billing history.

### AUTHORIZATION AGREEMENT FOR BUDGET BILLING

Account # \_\_\_\_\_ Service Address \_\_\_\_\_

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

I/we hereby authorize the Town of Eatonville to establish my/our account on a monthly billing cycle and to average my/our billings based on my/our prior 12 months billing history to reflect the average billing amount to be paid each billing cycle.

This authorization shall remain in full force and effect until the Town of Eatonville has received written notification from me of its termination in such time and in such manner as to afford the Town of Eatonville reasonable opportunity to act on it. Upon termination of budget billing my/our account shall be paid in full regarding all sums owing through the Budget Billing program termination date.

The Town of Eatonville reserves the right to modify the terms of this agreement or to terminate it at the sole discretion of the Town of Eatonville.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Note: This form will be in effect for one full year; open enrollment begins May 15<sup>th</sup> and continues through June 30<sup>th</sup> and takes effect for the July 31<sup>st</sup> billing cycle. Once the Budget Pay amount is accepted, the Budget pay amount will remain the same July through May with June being "balance" month, unless it is found necessary to adjust the monthly amount. It is understood the payment in June may be lower or higher than your previous eleven payments.

### **PLEASE RETURN FORM TO:**

Town of Eatonville  
201 Center St W  
PO Box 309  
Eatonville, WA 98328

(SEE OTHER SIDE)

**BUDGET BILLING**  
**ELIGIBILITY REQUIREMENTS**

The following requirements must be met to qualify for Budget Billing:

1. There has been a 12-month consecutive billing history for the subject property.
2. The account is current at the time of application.
3. There has been no more than one late fee on the account within the last 12 month period, nor received an NSF check.
4. The customer is the owner of the property and resides in the residence.

Method of Calculation. The Town shall recalculate the customer's monthly payment once a year and the residential customer will be billed the average amount for that period. This means the monthly payment may go up or down each year based on the customer's history of utility usage for the prior year.

Advance Calculation of Payment. The residential customer may request the Town to calculate the average payment plan amount prior to having it activated for the customer so the customer may determine if they would like to take advantage of this program.

If the customer becomes delinquent or in arrears of its utility bill, the Budget Billing Plan will stop and the customer will not be eligible to be reconsidered for the program for the next 12 months.

\*\*The goal of this program is to have a balance due in June that is lower than your agreed upon Budget Billing monthly amount. The Town will take a 12 month billed amount and divide it by 11, and round up to the nearest dollar to come up with an amount that leaves room for any rate increases and the yearly CPI adjustment.\*\*

Customer Responsibility:

1. Make agreed payments monthly, you must not pay less than your budget billing amount or your account will be subject to accrue late fees.
2. Review monthly statements received for purposes of confirming the estimated monthly payment will meet budgetary goal of having a "zero" balance at the end of the calendar year.
3. Notify the Town if your account does not appear to meet the above goal.

ANY QUESTIONS? Please contact Miranda Doll (Utility Clerk) at 360-832-3361

If you agree with the amount noted below, this agreement must be signed and returned to Town Hall in order for you to participate in Budget Billing. A copy will be returned to you for your records.

Customer Acceptance of Budget Billing Amount and Provisions per Ordinance 2015-5	
Date:	
Budget Billing amount:	
_____	_____
Staff Member Signature	Customer Signature