

# **Higginsville Utility**

## ***Level Payment Plan***

If you are a residential or small commercial customer you may qualify for Higginsville Municipal Utilities Level Payment Plan. This plan allows you to spread the cost of high summer or winter bills over an entire year. It's easy.

### **How It Works**

We will use billing history plus 10% to calculate an average monthly utility bill which will become the Level Payment Plan amount you will pay monthly. November of each year, you will receive a settlement bill showing either a payment due, or a credit to your account.

Your account is automatically reviewed throughout the year and your Level Payment Plan monthly amount may be adjusted to reduce your settlement balance in the 12th month. Adjustments can be made when necessary.

### **Level Payment Plan Qualifications.**

You must be a Higginsville Municipal Utility customer and have your present account paid in full and up to date.

Your Level Payment Plan begins with your next billing following acceptance to the program.

### **Canceling Participation in the Level Payment Plan**

You may cancel your participation at any time; however, any debit balance at the time of cancellation will be treated as an ordinary collectable amount and subject to normal collection policies. Any credit will be applied toward future billings. No refunds will be provided on continuing accounts.

# Level Payment Plan Enrollment Form

Customer Name. \_\_\_\_\_

Customer Address. \_\_\_\_\_

Utility Service Address. \_\_\_\_\_

Customer Phone/Contact Number. \_\_\_\_\_

E-mail Address. \_\_\_\_\_

Utility Account Number. \_\_\_\_\_

By signing up for the Level Payment Plan I understand that I must keep my account in good standing, i.e. no more than two billing cycles over a twelve month period with late payment charges, no returned payments for insufficient funds or any fraudulent means of payment, no disconnections for nonpayment. I further understand that if my account violates any qualifying conditions listed above, the Level Payment Plan will automatically be cancelled and my account balance will be due in full. All standard late payment penalties and disconnection procedures will apply.

I also understand that the Level Payment Plan will be automatically cancelled if any items defined in the Level Payment Plan are violated. All standard returned payment penalties and procedures will apply and my account balance will become due in full.

If I choose to cancel the Level Payment Plan my account balance will be due in full by the normal billing due date in order to avoid standard penalties.

I agree that, once the Level Payment Plan has been cancelled for any of the above reasons, I will not be eligible to enroll for a 12 month period in which I meet all eligibility requirements.

By signing below I acknowledge that I have read the above policies in regard to the Level Payment Plan and I agree to each of them. I further request to have my City of Higginsville Municipal Utilities account placed on the Level Payment Plan and understand that it will remain on the Level Payment Plan until such time as I notify the City of Higginsville Municipal Utilities in writing of my request to cancel or until it is cancelled by the City of Higginsville for cause. In that event, my account will be due in full by the normal monthly due date.

Customer Signature. \_\_\_\_\_ Date. \_\_\_\_\_

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(To be completed by City of Higginsville)

Level Payment monthly amount \$ \_\_\_\_\_ Authorization \_\_\_\_\_