



City of Eaton Rapids Budget Billing Plan

Budget Billing is a monthly plan that allows you to pay your utility bill in equal monthly payments throughout the year.

- Budget Plan Sign -Up month is April. This signed form must be received by April 30th.
- A zero balance is required before establishing a budget account.
- At least 12 months of billing history on the existing account is required.
- The budget amount is an average amount charged for each utility over the last 12 months.
- In April of each year, accounts will be reconciled. The total balance owing on the account will be due and credits will be carried forward.
- The new balance will appear on the May billing statement.
- Budget payments are required each month by the due date. **FAILURE TO PAY THE BUDGET AMOUNT EACH MONTH WILL RESULT IN REMOVAL FROM THE BUDGET PLAN.**
- Once removed from the budget plan, 12 additional months of billing is required before re-enrollment eligibility.

Account Holder Name: _____

Service Address: _____

Account Number: _____ Email: _____

Check this box to enroll in paperless billing and sign below. Must include email above.

Check this box to be **REMOVED** from the Budget Plan and sign below.

I have read the guidelines of the City of Eaton Rapids Budget Payment Plan and agree to pay the budgeted amount each month and any additional charges that may occur in the reconciliation month. I understand that failure to pay the budgeted amount each month will result in removal from the Budget Plan. I may discontinue this service at any time.

Signature: _____ **Date:** _____

Return to: City of Eaton Rapids, 200 S. Main St., Eaton Rapids, MI 48827

Office Use Only:

Received Date: _____ Budget amount: _____