

WESTBY

City Clerk/Treasurer
Public Works Department
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200 North Main Street
Westby, WI 54667

Electric & Water Utility
Phone (608) 634-3416
Fax (608) 634-3274
www.cityofwestby.org

APPLICATION FOR BUDGET PAYMENT PLAN

Account Number: _____ Name on Utility Account: _____
Address of Service: _____ Monthly Payment Amount: _____

Budget Payment Plans are available to all prospective and existing customers to allow for a steady method of payment.

- The Utility does not use a fixed budget year. Customers may enter a Budget Payment Plan at any time during the year.
- Accounts must be current with no past due amount or have a valid DPA to be eligible for a Budget Payment Plan.
- In determining a monthly Budget Payment Plan amount, the Utility will use a computer generated monthly average for customers who have more than 12 months of available usage. For customers who do not have 12 months of usage data, the Utility will use an average of all rg-1 customers until there is 12 months of data available.
- A Budget Agreement must be completed and signed by the account holder.
- If there are any discrepancies regarding Budget Payment Plan amounts, the Utility requires notification in writing.
- A Budget review will be done every April. This review will be utilized for adjustments to accounts that have a balance/credit on the account that exceeds the monthly payment amount. This review is required and customers will be notified of any adjustments via a letter in the mail.
- A Budget true-up will be done every October. At this time, the customer *may* choose how they would like to handle the existing credit/balance.

If a credit exists:

1. The credit can be applied in full to the customer's account.
2. The credit can be applied in monthly installments to the customer's account over the next budget year.
3. The credit can be refunded to the customer by check. (If a credit exists due to Energy Assistance, this option is not available).

If a balance exists:

1. The balance can be paid in full.
 2. The balance can be paid on a deferred basis.
- Budget Payment Plan customers are not subject to late penalties or disconnection unless the customer fails to comply with payments.
 - Customers and Utility staff must be aware that a late or delayed payment in a Budget Payment Plan may give the appearance of a larger outstanding balance at the time of recalculation.
 - Failure by the customer to pay timely may result in disqualification of a Budget Payment Plan. Missing 2 payments within 12 months will result in disqualification.
 - Failure to pay the agreed Budget Payment Plan amount shall constitute a missed payment in determining qualification.

____ I hereby acknowledge I give permission to Westby Electric & Water Utility to enter me into the Budget Payment Plan with the above amount and to make adjustments as needed bi-annually.

Signed - Customer

Date

Signed - Utility Clerk

Date