



## OPEN ENROLLMENT FOR BUDGET BILLING

*\*\*\*IF YOU ARE ALREADY ON BUDGET BILLING,  
YOU DO NOT NEED TO RETURN THIS FORM\*\*\**

The City of Milton offers a Budget Billing program to its customers to facilitate their payment of City of Milton utility bills. **This program is available to residential customers only.** It allows residential customers, single and/or those in a multi-family unit, 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 \_\_\_\_\_ Lot # \_\_\_\_\_

I/we hereby authorize the City of Milton 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.

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_ Telephone # \_\_\_\_\_

This authorization shall remain in full force and effect until the City of Milton has received written notification from me (or any of us if there is more than one name on the account) of its termination in such time and in such manner as to afford the City of Milton 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 City of Milton reserves the right to modify the terms of this agreement or to terminate it at the sole discretion of the City of Milton.

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

Note: This form will be in effect for one full year; open enrollment begins November 15<sup>th</sup> through December 15<sup>th</sup> and takes effect January 1<sup>st</sup>.

**Please return form to:**

City of Milton  
1000 Laurel Street, Milton WA 98354  
Or email to: [utilities@cityofmilton.net](mailto:utilities@cityofmilton.net)

(SEE OTHER SIDE)

**BUDGET BILLING  
ELIGIBILITY REQUIREMENTS**

- A. A residential customer is eligible for the payment plan if:
  - 1. There has been a **12-month consecutive history** of the customer's payments being on time to the City for the subject property; **and**
  - 2. The request for billing to begin pursuant to the Budget Billing Plan has been made when the **customer's balance for its utility account is zero.**
  
- B. Method of Calculation. The City 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.
  
- C. Advance Calculation of Payment. The residential customer may request the City 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.
  
- D. 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.

ANY QUESTIONS? Please contact Christiane Mercer (Utility Clerk) at 253-517-2702.

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**Clerk's use only**

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Approved \_\_\_\_\_ Denied \_\_\_\_\_ Amount \_\_\_\_\_

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