

CITY OF METROPOLIS

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Budget Billing Guidelines

If you are a City of Metropolis utility customer in good standing that has been using our services for the past 12 months, you may be eligible for our Budget Billing plan.

Here's how Budget Billing works.

****Residential customers may participate****

****You must have lived at the same address for at least 12 months****

****You must have a good credit history with the City****

****You cannot participate in the Budget Billing program if you currently have a payment arrangement; however once it is paid in full then you may participate in the Budget Billing program as long as you meet all the requirements.****

****Once the customer comes into the office to complete the Budget Billing Contract Application Form for his/her account will be placed on the plan the following month****

****Your bill will be calculated as an average of the current 12 months of history. Each month your bill will be recalculated adding the new month bill and deleting the oldest month. It will always be the average of the current 12 months****

****If you are late more than twice in a 12 month period or have a check returned for insufficient funds, you will be removed from the program****

****If the Customer chooses to be removed they must come in and sign a request to be removed from the Budget Billing program. Once removed from the Budget Billing program they cannot be put back on the program. This eliminates anyone trying to be put on the program for the winter and then taken off for the rest of the year and vice versa****

****In the event of removal in the Budget Billing program the customer agrees to pay the difference. If a credit is due, it will be reflected on the next billing or on the final bill.****

Signature

Dated

Witnessed

Dated