



PAYMENT PLAN APPLICATION

(for past due utility accounts)

Date: ____/____/2020

Applicant Name: _____ Account#: _____

Phone #: _____ Applicant Accepts: Calls / Texts (please circle one as your preference)

Service Address: _____

Mailing Address: _____

Past Due Balance: \$ _____ As of: ____/____/2020

Condition(s) Creating Hardship (inability to pay account in full):

____ Laid off of work	____ Hours were reduced	Effective Date: ____/____/2020
Employer Signature: _____		Date: ____/____/2020

Applicant's Repayment Proposal: (NOTE: these terms will be binding if application is approved)

Applicant agrees to pay the City of Britton \$ _____ (amount in dollars) per _____ (week, 2 weeks, month, etc.) towards the past due amount. Applicant understands that monthly utility bills will still be billed to their account and that the previously stated amount is an **ADDITION** to applicant's monthly utility bill payment.

If applicant wishes to have terms of repayment other than listed above, please explain below for consideration:

BY SIGNING BELOW, APPLICANT UNDERSTANDS THAT IF APPLICATION IS APPROVED, ANY FAILURE BY APPLICANT TO ADHERE TO ANY/ALL CONDITIONS OF APPROVED OR UPDATED PAYMENT PLAN WILL RESULT IN IMMEDIATE TERMINATION OF PAYMENT PLAN. APPLICANT WILL THEN BE SUBJECT TO ALL FEES ASSOCIATED WITH PAST DUE ACCOUNTS, INCLUDING, BUT NOT LIMITED TO, LATE FEES AND IMMEDIATE TERMINATION OF SERVICE. (FAILURE TO SIGN WILL VOID APPLICATION)

Applicant Signature Applicant Printed Name Date

Reverse is office use only unless terms require modification, in which case it will be returned to applicant for further signatures

FOR OFFICE USE ONLY:

Application Received: ____/____/2020

Reviewed by: _____ Title: _____

CIRCLE: (all that apply)

APPROVED

APPROVED W/UPDATED REPAYMENT TERMS*

DENIED*

FORWARDED TO BOARD FOR CONSIDERATION**

(*If forwarded to Board for consideration, updated repayment terms must be signed by the Mayor.)

*UPDATED REPAYMENT TERMS: OR *REASON OF DENIAL: (CIRCLE ONE)

Mayor

Date: _____

Applicant Signature

(only required with updated terms)

Date: _____

(updated repayment terms above will be binding and will void applicant repayment proposal contained on front of application.
Updated terms MUST be signed by both Mayor and Applicant)

FULLY COMPLETED & APPROVED APPLICATIONS WILL BEAR THE SEAL OF THE CITY:

(seal)

FINAL AND COMPLETE COPY OF APPLICATION WAS MAILED TO APPLICANT ____/____/2020