



City of Lacey Utility Billing Payment Plan

Please complete all fields to enable communication in the event there are questions.

Customer Name (Required): _____

Account Number (Required): _____

Service Address (Required): _____

Phone (Required): _____ Email: _____

Calculate Your Payment Plan: \$ _____ ÷ _____ = \$ _____
Total Past Due (Excluding Penalties) Duration in Months *Monthly Payment

Terms of the Payment Plan are listed as follows:

- *Monthly payments **and** current billings due must be paid no later than the due date stated on the current bill.
- Monthly payments must continue without interruption, even if an extra payment is made.
- Late, skipped or incomplete payments (payments that do not cover the Payment Plan amount **and** the current billings due) will result in a cancellation of the Payment Plan. Upon cancellation, all remaining past-due balances will be eligible for collections and disconnection.
- Payment Plans are for past due balances, and do **not** include previously assessed penalties.
- Only **DocuSign** or **handwritten** signatures will be accepted on this application.
- All incomplete Payment Plan applications will delay acceptance of the Payment Plan, and the application will be returned for completion.
- Penalties on Payment Plan balances do not continue to accrue as long the payment plan is in good standing.

I certify that the information I have provided is true, and I agree to comply with the terms of the Payment Plan that is established. I understand that this plan has been provided as a relief measure and can be terminated at the discretion of the City of Lacey if the terms are not met. I understand that if I default on any payment, or fail to meet the requirements of this arrangement, the plan is null and void and all collection and/or disconnection procedures will occur as normal. Once disconnection has commenced, all charges, fees and penalties will be required prior to restoration of services.

Customer Signature (Required) *(DocuSign or handwritten only)* Date (Required)

City of Lacey Representative Acceptance of Plan Date