



PLEASE READ PRIOR TO SUBMITTING THE APPLICATION FORM EXTENSION AGREEMENT FOR PAST DUE UTILITY CHARGES

IMPORTANT NOTE: For electronically submitted extension requests, the applicant can only request a date up to six (6) days beyond the shutoff date shown on their disconnect notice. For longer extensions, the utility customer **must** come to the Utility Billing Office at City Hall to determine **if** alternate arrangements can be approved.

PLEASE BE SURE TO:

1. Fill in ALL requested information. Failure to do so will result in a rejection of your request.
2. You are encouraged to click the "Save a Copy" button to save a copy of this form on your local computer for reference
3. Click the "Submit" button at the bottom of this form when you have completed form

SECTION 1: ACCOUNT HOLDER INFORMATION

Utility Account Number: _____
Utility Service _____
Street Address: _____
First and Last Name: _____
Mailing Address: _____
City, State, ZIP Code: _____
Phone Number: _____

SECTION 2: PAYMENT ARRANGEMENT INFORMATION

Pending Shut Off Date: _____
Date Requested to Make Payment: _____
Amount to be paid: _____

Amount paid **MUST** equal the total amount past due on your account

(May not exceed six (6) days from shutoff date)

I, the above named Account holder for utility services located at the address specified in Section 1 above, request a payment extension on my past due utility charges. The payment amount specified in Section 2 above will be made no later than 6:00 p.m. on the requested payment date. *I understand that if stated payment is not made, utility services will be disconnected anytime after 7:00 a.m. the next business day.* If service is disconnected for non-payment, I understand a \$60.00 disconnect/processing fee will be added to my account, which must be paid along with all past due charges before service is re-connected. **If stated payment is not made, I understand that I will not be eligible for another extension on my utility account for six (6) months from the date of this extension agreement.**

FORM IS NOT VALID UNTIL A COPY HAS BEEN SIGNED AND RETURNED BY CITY STAFF

Signature of Applicant

FORM MUST BE SAVED TO YOUR LOCAL DEVICE BEFORE SIGNING ELECTRONICALLY

FOR UTILITY BILLING OFFICE USE ONLY

Utility Billing Staff Member
Approved: YES NO

Save a Copy

Submit

Please remember to submit the form