



City of White Salmon Utility Account Payment Plan Request

DATE:	
NAME:	
MAILING ADDRESS:	
PHYSICAL ADDRESS:	
PHONE #:	E-MAIL:
ACCOUNT #	AMOUNT PAST DUE:
REASON FOR PAST DUE AMOUNT: <input type="checkbox"/> Customer on fixed income and receiving all applicable city discounts <input type="checkbox"/> Incurred severe financial burden due to a water leak <input type="checkbox"/> Incurred severe financial burden due to a medical emergency/condition <input type="checkbox"/> Water cannot be shut-off due to the health conditions or the persons living on the premises, or due to the age of the occupants <input type="checkbox"/> Other (please describe the reasons why you are requesting a payment plan) _____ _____	
SIGNATURE OF APPLICANT AND DATE:	
STAFF RESPONSE:	
DATE OF REVIEW:	
DECISION:	
STAFF NAME AND DATE:	
SIGNATURE:	

See reverse for terms and requirements for establishing a payment plan.

City of White Salmon is an equal opportunity employer and provider

- Outstanding balances must be more than \$300.
- Outstanding balance must be paid in full after one year unless the monthly payment exceeds \$100 per month.
- The payment plan must provide for a minimum payment of \$100 per month until balance is paid off if the balance cannot be paid in full after one year.
- Any person who is delinquent on their payment plan will be charged a \$10 late fee. More than one missed payment may end the payment plan and have the remaining balance sent to a collection agency.
- If you are a tenant and move out of the property, payment of any balance owing shall be required at the time of payment for final billing.
- If you are a property owner and the property is sold, payment of any balance owing shall be required at the time of payment for final billing.