



CITY OF WHITE SALMON
P.O. Box 2139 White Salmon, WA 98672
Phone: (509) 493-1133

APPLICATION FOR A LATE FEE ADJUSTMENT

Date: _____ Utility Account #: _____

Name: _____

Address: _____

Phone: _____

Service Address: _____

The customer may apply for and receive a reduction as follows (WSMC 3.43):

- Adjustment will not exceed the amount of the late charge (\$10.00).
- All utility billings must have been paid by the due date for the previous twelve (12) months.
- A customer shall be entitled to not more than one rate adjustment per twelve-month period.

I, under penalty of perjury, understand that I am responsible for paying my bill in full while this application is being processed. Any adjustments on an account that has been paid will show as a credit on the next billing cycle.

Signature _____ Date _____

OFFICIAL USE:

Date Received: _____

Received by: _____

Approval Process:

- _____ Application is complete
- _____ Application is signed
- _____ All utility billings paid by due date in the last 12 months
- _____ Has not received an adjustment in the last 12 months
- _____ Approved _____ Denied Date: _____

Amount of Adjustment: _____

100 North Main Street PO Box 2139 White Salmon WA 98672
Office: (509) 493-1133 Web Site: www.whitesalmonwa.gov

The City of White Salmon is an equal opportunity employer and provider.

WHITE SALMON MUNICIPAL CODE (WSMC)

Chapter 3.43 – LATE FEE WAIVER

3.43.010 - Purpose.

The Council recognizes that circumstances arise that may cause customers to pay their bills or other fees late. In view of the objective criteria for implementation and of the benefits received by the city, and since late fees do not involve a benefit or product bestowed on a private party, this chapter does not permit or create a gift of public funds.

(Ord. No. 2014-01-939, § 1, 1-15-2014; Ord. No. 2014-08-944, § 2, 8-6-2014)

3.43.020 - Definitions.

"Account" is the unique identifier of the customer.

"Customer" is the party named on the account. One customer may have multiple accounts.

(Ord. No. 2014-01-939, § 1, 1-15-2014; Ord. No. 2014-08-944, § 2, 8-6-2014)

3.43.030 - Policy.

The customer may apply for a request for a waiving of a late fees provided they meet the following criteria:

- A. The customer shall have paid all other utility billings on time for the last twelve months, and
- B. The late charge shall have been assessed within the previous twelve months; and
- C. The customer shall apply for a waiver using a form provided by the city.

If the customer does not meet [section 3.43.030\(A\)](#) and has had a late charge within the previous twelve months, the late fee may be waived provided they meet the other criteria and sign up for some form of automated payment through the city.

The amount waived may not be greater than one late fee charge per customer account. The customer shall be entitled to no more than one rate adjustment per 12-month period under the procedure authorized in this chapter.

All adjustments will be approved by the clerk treasurer with a report to council on the number of adjustments each month.

The customer is still responsible for paying their bill in full while the application is being processed. Any adjustments on an account that has been paid will show as a credit on the next billing cycle.

(Ord. No. 2014-01-939, § 1, 1-15-2014; Ord. No. 2014-08-944, § 2, 8-6-2014)