



CITY OF SOUTH SALT LAKE EQUAL PAYMENT PLAN ENROLLMENT NOVEMBER 2016

Please enroll me in the Equal Payment Plan, beginning December 2016. I have paid the total amount due (or have a credit balance) on my November statement. I have read and accept the requirements listed below

_____ CUSTOMER'S NAME, AS IT APPEARS ON UTILITY STATEMENT (PLEASE PRINT)	_____ UTILITY ACCOUNT NUMBER
_____ SERVICE ADDRESS	_____ BEST DAYTIME PHONE NUMBER
_____ SIGNATURE	_____ DATE

Please complete form and return in full by November 20, 2016 ~THANK YOU!

Guidelines and Requirements for the Equal Payment Plan

- There must be a zero or credit balance on account by November 20th.
- The account may not have had more than two late payments in the last year.
- Utility services must be in the applicant's name for a minimum of one year.
- Enrollment for 2017 Program will only be accepted until **November 20, 2016**.
- All applications for enrollment must be made in writing. No phone requests accepted.
- Sorry, no Equal Payment Enrollment for garbage only customers.
- Payments must be made monthly on or before the 20th of the month. If payments are not made in full or are late, then account will automatically be dropped from the equal payment program. **Enrollment will not be reinstated until next sign-up period** Any outstanding balances will be due by the 20th of the following month that payment was missed or late.
- Equal Payment Amounts are **estimated** based on the prior year's history. Meter will be read monthly and usage will be shown on the billing. It is the Customer's responsibility to make sure that equal payments are high enough to cover billings. Please analyze each monthly bill you will receive to make sure in line with prior year's usage and be sure to increase payments if usage increases.
- Each program cycle each begins in December and ends the following November. Any remaining balance must be paid in full each November.
- **Unless the City receives written communication from customer requesting they be dropped, customer will automatically be re-enrolled each December (if November bill is paid in full).**
- The equal payment amount printed on November statements is only an estimate—each account will be audited for actual equal payment amount.
- If the applicant is a renter, the landlord must authorize the application for enrollment. Contact the billing office to obtain the appropriate authorization form.