



**UTILITY BILLING
RESIDENTIAL LEVEL BILLING PLAN REQUEST**

NAME: _____ **DATE:** _____

ADDRESS: _____

TELEPHONE NUMBERS: HOME: _____

CELL: _____

APPROX. LEVEL BILLING MONTHLY AMOUNT (AVG): _____

Please place my account on the Level Billing Plan. I have read and understand the Rules and Regulations.

Signature: _____ **Date:** _____
Required for processing

Please remove my account from the Level Billing Plan. I understand my balances on my account will be due.

Signature: _____ **Date:** _____
Required for processing

OFFICE USE:	
ACCOUNT NUMBERS: _____, _____	
ENTER DATE: _____	INITIAL: _____
DISCONTINUED DATE: _____	INITIAL: _____

VILLAGE OF **ARCANUM**

Level Billing Regulations (FOR RESIDENTIAL CUSTOMERS ONLY)

Level billing allows you to pay the same amount on your utilities bill each month, which helps alleviate the effects of fluctuating energy prices by spreading costs evenly throughout the year.

To qualify, you are required to have occupied and/or owned your current residence for at least (12) months. The most recent (12) month's history on all accounts must show all payments paid on time and no balances due. The name of the person requesting the Level Billing must appear on the account.

Level Billing can begin anytime during the year, but the catch up month is always July 1st. An agreement form must be completed and filed with the utility office.

It is not necessary to sign up each year, as you will continue on the Level Billing plan until we receive written notification that you wish to return to the regular billing process. You may also be removed from the plan for the reasons listed below:

1. You fail to pay the budget payment amount by the due date each month. (**A one-time "grace" may be granted for a single late payment.*)
2. You pay less than the budgeted amount any month during the required months of the program.
3. You skip and/or fail to make a monthly payment (even if you have credit built up on the account) during the required months of the program, unless told otherwise.
4. You request to terminate utility service at a premise.

If Level Billing is discontinued for any reason, payment of balances on all accounts will be due.

New Level Billing customers begin the month of sign up as long as sign up is before the 23rd of the month.

Level billing amounts are now figured by the average of the monthly bills received in the previous (12) months as calculated by our software. If the amount or cost of service fluctuates substantially at any time, the Village reserves the right to adjust the budgeted amount accordingly.

No payment extensions/deferments can be made while on Level Billing.

Prior to July billing the Level Billing amount will be recalculated to reflect the prior year's billing history. This could result in a higher or lower monthly Level Bill amount.

The Village of Arcanum reserves the right to change or waiver any part of this policy when deemed necessary.