



## BUDGET BILLING APPLICATION

### PURPOSE:

To provide residential customers a method to avoid the extreme bills associated by weather and pay an equal amount each month.

### GUIDELINES:

1. The billing amount is based on a 12-month average. The account will be evaluated and adjusted every six months. You will be notified by mail of any changes made in your budget-billing amount.
2. The monthly bill will reflect actual consumption and dollar amounts; however, the budget-billing amount on the bill will be the amount you are responsible for paying. At any given time during the year, your account will have a debit or credit balance based on actual usage. Even if there is a credit balance on the monthly bill, your bank account will be debited the budget-billing amount indicated on the bill.
3. You are required to set up automatic bank draft along with your budget-billing application. The budget-billing amount will be drafted out of your bank account on the due date. If the due date falls on a weekend, the bank may process the payment on Friday. If your bank returns two insufficient funds notices to Decatur Utilities, you will automatically be removed from the Budget Billing Program and the Bank Draft Program.
4. Who is eligible? Any Decatur Utilities Residential customer that has had continuous service at the same address for a period of at least 12 months and have had no disconnects in the last 12 months. The account must be current with any past due amounts paid in full.
5. If for any reason you come off the budget-billing program, your account will be reconciled to actual usage. Debit amounts will be due and payable at that time and credit balances will be applied to the bill. You may consider participation in the budget-billing program again in six months.
6. If you terminate service with Decatur Utilities, your account will be reconciled to actual usage and credit or debit balances will be applied to your Final bill.
7. If you transfer your service to another address in Decatur, you will be removed from budget billing at that time. Your account will be reconciled to actual usage and any existing debit or credit will be applied to your final bill at the old address. Budget billing amounts will not be transferred from one address to another.

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Account Address

\_\_\_\_\_  
Customer Service Representative

\_\_\_\_\_  
Customer #

\_\_\_\_\_  
Date

Office Use Only			
Letter	_____	Bank Draft	_____
Scanned	_____	Post (Cindy)	_____