



Office Use Only Customer Name: _____ Account #: _____ Staff Initials & Date: _____

APPLICATION FOR AVERAGE MONTHLY PAYMENT PLAN

*Return the completed application to Finance Department, City Hall
 1339 Griffin Avenue, Enumclaw, WA 98022 Phone 360 825 3591 Fax 360 825 1429*

Customer Name: _____	Spouse Name: _____
Home Phone: _____	Cell Phone: _____
Work Phone: _____	Work Phone: _____
Email: _____	

Mailing Address: _____ _____ _____	Service Address: _____ _____ _____
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<input type="checkbox"/> Owner?	<input type="checkbox"/> Renter?
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I acknowledge that I have read and fully understand the rules and regulations of the City of Enumclaw Average Monthly Payment Plan for utility service (attached). I agree to comply with them and if I fail to do so, my utility service will be disconnected with the amount owing becoming due and payable, plus any penalty charges.

Signature: _____	Date __/__/____
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Property Owner Authorization – if applicant is a renter.

As the owner of the above listed address, I, _____ hereby give my permission for the tenant of said property to be billed on the City of Enumclaw Average Payment Plan for utility service.

Owner Signature: _____	Owner Name: _____
Home Phone: _____	Work Phone: _____
Mailing Address: _____ _____ _____	

UTILITY AVERAGE MONTHLY PAYMENT PLAN GUIDELINES

SOURCE: City of Enumclaw Ordinance #1555
Municipal Code 14.14 - Utility Average Monthly Payment Plan

GUIDELINES:

- 1) A utility customer of the City may pay for their utility charges in an alternative payment option referred to as the average monthly payment plan (AMP).
- 2) The customer's account must be current and in good standing.
- 3) The AMP plan will run yearly from July 1 through June 30. Open enrollment is from May 1 to September 30. Customer accounts will automatically re-enroll for the following year unless the customer notifies the City to discontinue.
- 4) A utility customer who is not the owner of the serviced property must have the property owner sign the application, authorizing the property owner to participate in the AMP plan.
- 5) The monthly payment for the average monthly payment plan shall be determined by dividing the estimated billing by the remaining number of months and rounding off to the nearest dollar. The customer shall pay this amount through May. The customer shall pay in June, which shall be referred to as the "adjustment month," the excess of the actual charges over the sum of the payments made. The customer will be refunded any credit balance existing or may apply the credit to their account. The credit shall be applied to their account unless the customer requests a refund.
- 6) If a customer fails to make any monthly payment under the average monthly plan at the time it is due, the city may at its discretion, remove the customer from the average monthly payment plan and/or may disconnect the utility service. In the event the city elects to disconnect the utility service, it shall not be restored until the delinquent payments and penalty charges are paid in full. A customer who becomes delinquent in the monthly payment plan, and is removed from the plan by the city, will not be eligible to reapply for the average monthly payment plan until the following open enrollment period.
- 7) For clarification of statement charges, you may contact the utility department at 360-825-3591.