



## **Budget Billing Program Guidelines**

The Budget Billing Program is a voluntary program to give customers the option of paying their utility bill in equal monthly payments. The program is available to residential and small commercial customers only. The following items outline the rules and regulations for the program:

1. The applicant must complete and sign a Budget Billing Application.
2. The applicant must have a minimum of 12 months history at the present location to be eligible for the program.
3. The Budget Billing cycle will be for a period of 12 months beginning with the July bill (due and payable by July 16<sup>th</sup>), with the settlement month being in June. All outstanding balances will be due by June 16<sup>th</sup>. All credit balances will be refunded.
4. The sign-up period for the program will be from May 1<sup>st</sup> through June 20<sup>th</sup> of each year. Applications received after June 20<sup>th</sup> will be ineligible to participate until the next budget cycle.
5. The applicant's bill must be paid in full prior to June 16<sup>th</sup>.
6. The budget bill will be calculated based upon the average of the previous 12 months and adjusted as deemed necessary. Due to unforeseen circumstances, Linton Municipal Utilities will have the right to change the budget amount at any time during the budget cycle.
7. Customers must pay the entire budget amount each month. If the budget amount is not paid by the 4<sup>th</sup> day of the following month, the account may be subject to disconnection.
8. If the customer is disconnected for non-payment at any time during the budget cycle, the customer will be removed from the program and the total amount owed will be due. If a customer is removed from the program, they will not be eligible to participate in the program until the next budget cycle.
9. A customer may elect to terminate the budget billing program at any time. The customer shall notify the Utility Office of his/her wish to be removed from the program and pay all outstanding balances owed. Any credit balance will be applied to future utility billings. If a customer moves out of Linton Municipal Utilities service territory, any credit balance will be refunded.