



CITY OF FORT BRAGG
FORT BRAGG WATER WORKS
 416 N FRANKLIN STREET
 FORT BRAGG, CA 95437

PHONE: (707) 961-2825 FAX: (707) 961-2913

REQUEST FOR ALTERNATIVE PAYMENT ARRANGEMENTS

Any customer who is unable to pay for water service within the normal payment period may request an alternative payment arrangement to avoid late fees or disruption of service. Payment arrangements that extend into the next billing period are considered an amortization plan, which must be in writing and signed by the customer. An amortization plan will amortize the unpaid balance over a period not to exceed two (2) months from the original date of the bill. The amortized payments will be combined with, and subject to the due date of, the customer's regular bill. The customer must comply with the terms of the amortization plan and remain current as charges accrue in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an amortization plan.

SERVICE ADDRESS: _____ ACCOUNT #: _____
 CUSTOMER NAME: _____ TELEPHONE: _____
 PAST DUE BALANCE: \$ _____ as of DATE: _____

IN ADDITION TO PAYING MY CURRENT UTILITY CHARGES EACH MONTH, I AGREE TO MAKE THE FOLLOWING PAYMENTS TOWARD MY PAST DUE BALANCE:

****Past due balance must be paid in full within two months****

				<i>City Use Only</i>	
		20% DOWN PAYMENT: \$ _____ -		<i>Rcvd:</i>	<i>Date:</i>
PAYMENT #1	DUE DATE: _____	AMOUNT: \$ _____		<i>PP:</i>	<i>CP:</i>
PAYMENT #2	DUE DATE: _____	AMOUNT: \$ _____		<i>PP:</i>	<i>CP:</i>
PAYMENT #3	DUE DATE: _____	AMOUNT: \$ _____		<i>PP:</i>	<i>CP:</i>
PAYMENT #4	DUE DATE: _____	AMOUNT: \$ _____		<i>PP:</i>	<i>CP:</i>
		TOTAL: \$ _____ -		<i>(plus current bills during payment period)</i>	

Notes:

If a customer defaults on a payment arrangement, late fees may be assessed and water service may be scheduled for shut off and a shut-off processing fee (\$50.00) may be assessed.

If a customer defaults on payment arrangements twice in a one-year period, a third alternative payment arrangement will not be offered.

SIGNATURE: _____ DATE: _____