



Approval Date: \_\_\_\_\_

# Budget Program Sign Up

## How it Works:

### SIGN-UP MONTHS

- Budget sign-up months are **November** and **December**.
- A zero balance is required before establishing a Budget account.

### HOW THE BUDGET AMOUNT IS SET

- We determine the average amount charged for each utility over the past twelve months.
- This average is then multiplied by 110% to establish the budget amount.

### RECONCILIATION MONTH

- In November of each year accounts will be reconciled. The total balance owing on the account will be due. Credits will be carried forward and the new balance due will appear on the December billing statement.

## Section Completed by Account Holder

Business Name \_\_\_\_\_ Account # \_\_\_\_\_  
 Customer Name \_\_\_\_\_ Driver's License # \_\_\_\_\_  
 Billing Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Email Address \_\_\_\_\_

### PAYMENTS:

- Budget payments are required each month by the due date.
- Failure to pay the budget amount each month will result in removal from the Budget Plan.
- Returned payments will be charged a \$30.00 returned check fee and may result in removal from the Budget Plan.

I have read the guidelines of the Zeeland Board of Public Works Budget Payment Plan and agree to pay the budgeted amount each month and any additional charges that may occur in the reconciliation month. I understand that failure to pay the budgeted amount each month will result in removal from the Budget Plan. I may discontinue this service at any time.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zeeland BPW Authorized Signature

\_\_\_\_\_  
Date