



Utility Payment Plan

Overview: This is a payment plan between the City of Ritzville and Utility Customer. A utility payment plan will be extended to customers for the payment of delinquent accounts where the customer attests to the temporary inability to make full payment. Late penalties will not be assessed if all agreed upon payments are made on time. Time is of the essence for each and every payment, however, late penalties will be added if payments are not made according to the agreement and the agreement will no longer be valid if a payment is not made according to the plan.

The utility payment plan grants the ability to make payment arrangements to spread the costs of the outstanding balance over several months to be paid within one year of submitting the payment plan. Customers will be required to complete the Utility Payment Plan Agreement. Property owners are not eligible to enter a payment plan arrangement for their tenant.

AUTHORIZATION The utility payment plan, as approved by the Mayor and the City Council, is effective the 6th day of September 2023. The discontinuation of the utility payment plan program will be based on the City Council's direction/approval with the current payment schedule and will not be extended beyond one year. The City Council grants the Mayor or City Clerk-Treasurer authorization to approve each utility payment plan agreement.

UTILITY PAYMENT PLAN AGREEMENT

Payment agreements must be submitted to the city for review and approved by the Mayor or Clerk-Treasurer.

Account Number _____

Account Name _____

Service Address _____

Phone Number _____

Email Address _____

- As the Utility customer at the address listed above, I attest that I am unable to pay the account balance in full.
- I understand that the payments are in addition to the regularly accrued charges for the account.
- I understand the late fees will not be assessed if all agreed payments are made on time.
- I understand the discontinuation of the utility payment plan program will be based on the City Council's discretion/approval.

- I understand that if payment is not received by the City on the promised payment dates, and I have not contacted the City to discuss further options, my service may be shut off in accordance with applicable law and legal requirements.
- I understand late penalties will be applied if payments are not made according to the agreement.
- I understand that once service is shut off, the full balance due, including both past due and current amounts, plus a \$50.00 reconnection fee must be paid to restore service.
- I agree, by signing below that I am the property owner, and I am aware that this agreement is not valid until signed by an authorized staff member.
- I understand that if I default on this payment plan, I will not be able to enter into another payment plan in the future and if the balance due is not paid in full, it will be sent to collections.
- I agree to remit payments to the City of Ritzville according to the following schedule to pay the outstanding account balance within one year:

Account Balance \$ _____ **Date** _____

Payment Date	Average Monthly Bill	Account Balance Payment	Total Payment	Remaining Balance Due
(Ex: \$322.54 Account Balance) 6/30/25	\$149.85	\$50.00	\$199.85	\$272.54
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

I certify that my statements contained herein are true and correct and to the best of my knowledge, I will adhere to the plan and payments. All payment agreements must be signed by the property owner.

Tenant Signature *(if applicable)* _____ **Date** _____

Property Owner Signature _____ **Date** _____

Please return the completed payment agreement to Ritzville City Hall by email at renee.arp@ritzville-wa.us or by City Hall drop box or mail at 216 E. Main Ave, Ritzville, WA 99169.

Clerk-Treasurer Signature _____ **Date** _____