

# Policy Statement and Regulation

**Number 200.14**

## Utility Billing Equal Payment Plan Policy

Definitions:

**Equal Payment Period** : the 11 month period from June 1<sup>st</sup> of the current year to April 30<sup>th</sup> of the following year during which equal payment are paid.

**Reconciliation Month** : The month of May following the equal payment period

**Reconciliation payment**: Annual Payment made during the reconciliation month to pay any balance owing in the account.

1. Any person being liable to the District of Summerland for payment of residential utility services may apply to the Collector to pay his estimated annual charges over eleven (11) equal installments plus one (1) reconciliation payment.

2. (1) The payment of residential utility charge on an equal monthly installment basis shall commence upon the execution by the customer of a form substantially as set forth in Schedule "A" attached and forming part of this policy.

(2) Monthly payments are an estimate only; based on the previous year consumption and are not a warranty or guarantee of the amount of utility services to be used.

(3). The amount of the installment calculated by the District may vary in subsequent years. Every year in June the customer will be notified of the new installment amount for the coming Equal Payment Period.

(4) Participating in the equal payment plan may start at any date provided there are no balance outstanding in the customer account.

(5) For every monthly installment honored, the customer will receive the total discount available for the month.

3. Payments and installments due under this policy will be processed and collected under the **Pre-authorized Payment Policy** .

4. At reconciliation month, the participating customers will be required to pay off any balances due by the due date of the reconciliation month. Failure to do so will disqualify the customer from the plan and any amount in arrears will be required to be paid immediately.

5. (1) Participating in the equal payment plan shall continue until terminated by either part in writing or via closing of the account

(2) A participating customer may give notice in writing seven (7) days prior to the installment date, to discontinue participation in the Equal Payment Plan, all balances in arrears will be required to be paid immediately.

(3) The Collector may cancel the customer's privilege of continuing in the equal payment plan if two (2) consecutive installments fail to be honored. Any installment which has failed to be honored will be subject to the administrative fee for returned cheques, such fee to be debited to the customer account. The discount received related to the payment of the installment will be cancelled of the customer account.

6. No interest shall be paid on monthly credit balances accumulated.