

# City of Grayling

"Heart of the North"

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## PAYMENT ARRANGEMENT/EXTENSION FOR UTILITY BILL

Effective 4<sup>th</sup> quarter 2015, billing 1-15-2016, Amended 12-10-2018

I, \_\_\_\_\_ agree to the following arrangement/extension to pay my utility bill for water and/or sewer to the City of Grayling. I also agree that the normal **10% late fee of the outstanding balance (minimum \$10.00)** will be added to my bill for not paying in full by the original due date

Service Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Total Bill (Plus late fee): \$ \_\_\_\_\_ Billing Quarter: \_\_\_\_\_

Minimum Down Payment Due: \$ \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_  
(25% of Total Bill)

**BILL NEEDS TO BE PAID IN FULL BY THE LAST BUSINESS DAY**  
**OF THE MONTH BEFORE THE NEXT BILLING:**  
**(MARCH 31<sup>ST</sup> • JUNE 30<sup>TH</sup> • SEPT 30<sup>TH</sup> • DEC 31<sup>ST</sup>).**  
**NO EXTENSIONS WILL BE GIVEN.**

**BILLING MONTHS: JANUARY – APRIL – JULY - OCTOBER**

50% Original Total Bill \$ \_\_\_\_\_ due **BEFORE** shut-off date of \_\_\_\_\_  
(previously paid 25%)

25% Original Total Bill \$ \_\_\_\_\_ **due by 4:30 pm** last day of quarter \_\_\_\_\_  
(previously paid 75%)

I understand that as long as I abide by the payment arrangement/extension and make my payments as promised that my water will not be shut off for non-payment.

**If I fail to abide by my agreement, I understand that a non-payment fee of \$80.00**  
**will automatically be added to my account balance and my water service**  
**WILL BE DISCONTINUED WITH OUT NOTICE.**  
**ACCOUNT MUST BE PAID IN FULL** before water service will be restored.

***\*Arrangement/Extension NOT VALID until signed by City Hall official\****

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_

THE CITY OF GRAYLING IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER.