

# City of Grayling

## Payment Arrangement/Extension Policy

For Residential and Commercial Accounts  
Effective 4<sup>th</sup> quarter 2018, billing 1-15-2019

1. A completed application for a Payment Arrangement/Extension does not necessarily mean that it will be approved.
2. Application for Payment Arrangement/Extensions must be filed with the City and signed by official before the original billing due date. (Not the late notice due date)
3. An approved Payment Arrangement/Extension is only good for the billing quarter to which the payments apply. A new application must be submitted with each new bill.
4. A late fee of 10% (min. \$10.00) shall be applied to all Payment Arrangement/Extensions at the time the Payment Arrangement/Extension is set up.
5. A minimum of 25% of the Total Bill (late fee included) is due for the down payment at the time the Arrangement/Extension is set up. Applications will no longer be accepted without the required down payment.
6. 50% of the Total Bill (late fee included) is due by 4:30pm the day before the shut-off date for that billing quarter. The remaining 25% of the Total Bill (late fee included) is due by 4:30pm of the last business day of the billing quarter.
7. If a required payment **is not paid by 4:30 pm** on the date the payment is due, **a non-payment fee of \$80.00 will be automatically applied and service will be discontinued and full payment will be required for continuation of service.**
8. A Payment Arrangement/Extension **WILL BE DENIED** if a residential or commercial customer has had a failed payment arrangement/extension in the past 12 months. They are not eligible to be placed on a new payment arrangement/extension.
9. No Extensions shall be granted to an existing Payment Arrangement/Extension.

Approved 10-12-2015 Amended 01-11-2019

# City of Grayling

"Heart of the North"

1020 City Boulevard / P.O. Box 549

Grayling, MI 49738

Phone (989) 348-2131 Fax (989) 348-6752

Email: [grayling@cityofgrayling.org](mailto:grayling@cityofgrayling.org)

## 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.