



**WATER AND SEWER DEFERRED PAYMENT AGREEMENT**

Wis. Admin. Code § PSC 185.38 requires water utilities to offer deferred payment agreements (DPA) to residential customers who are unable to pay their bill in full. A DPA consists of two elements; a reasonable down payment and an installment plan to pay the remaining outstanding balance before the next billing date. The utility must receive each payment on or before the agreement date. A late or missed payment will cause the DPA to “default” and place the customer in jeopardy of disconnection. Delinquent amounts paid according to the terms of an established DPA are not subject to late charges.

**PAYMENT PLAN**

The amount due for your water and sewer bill is \_\_\_\_\_.

Down Payment Amount \_\_\_\_\_ Balance \_\_\_\_\_

**(The down payment must accompany your payment agreement)**

PAYMENT DATE	PAYMENT AMOUNT	DATE RECEIVED	AMOUNT RECEIVED	BALANCE

A drop box is available at the exit of the City Hall parking lot next to the Post Office box.

**IF YOU ARE NOT SATISFIED WITH THIS AGREEMENT, DO NOT SIGN IT. IF YOU DO NOT SIGN THIS AGREEMENT, YOU GIVE UP THE RIGHT TO DISPUTE THE AMOUNT DUE UNDER THIS AGREEMENT EXCEPT FOR THE DEPARTMENT’S FAILURE OR REFUSAL TO FOLLOW THE TERMS OF THIS AGREEMENT. IF YOU DISAGREE WITH THE DEFERRED PAYMENT AGREEMENT YOU HAVE THE RIGHT TO SUGGEST AN ALTERNATIVE AND TO APPEAL TO THE UTILITY COMMISSION.**

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

Email: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_

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

Account No: \_\_\_\_\_