

CITY OF SWARTZ CREEK
(An Equal Opportunity Employer)
PAYMENT ARRANGEMENT AGREEMENT

Agreement needs to be made prior to the original quarterly bill due date

Not Applicable for residents who:

Have a Deposit & Water Affidavit or Repeat offenders of the Payment Arrangement Agreement*

Total Due: _____

Service Address: _____

Name: _____

Phone Number: _____

- **Failure to make payments based on this agreement will terminate arrangement, resulting in service being TURNED OFF WITHOUT PRIOR NOTIFICATION, and may result in the loss to have any future payment arrangement agreements. ***
- **Once a payment is missed the **ACCOUNT BALANCE** must then be **PAID IN FULL - IN CASH OR BY CREDIT/DEBIT CARD** before services are reinstated. Payments are **NOT** accepted by phone.**
- **NOTIFY us prior to the payment due date- if changes need to be made to the payment arrangement agreement.**
- **All balances must be PAID IN FULL no later than 15 days prior to the mailing of the next quarterly bill. Check with city office for the date.**

All Returned Checks Will Receive an NSF Fee of \$25.00. NSF fees **MUST** be paid **IN CASH** at time of reimbursement for returned checks. A returned check is considered non-payment of the bill and water services may be discontinued at that time.

A 4% penalty is applied to all outstanding balances. Penalties are applied one day after the due date of a regular billing cycle, once per quarter.

Payment Date: ___/___/___
Amount: _____

By signing below, you are stating you have read and agree to the terms above.

Signature: _____ **Date:** _____

E-Mail Address: _____