



“A Dream Worth Dreaming”

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ICMA-CM

TOWN CLERK
LAURA B. MORTON
CMC, NCCMC

REQUEST FOR EXTENSION TO PAY A PAST DUE UTILITY BILL
From the Town of Biscoe Utility Billing Rules and Regulations:

Customers are permitted up to three (3) extensions to pay per year. To be eligible for an extension to pay, a payment must have been received during the previous 30 days or a payment must be made with the extension request. The minimum payment required will be 25% of the balance due on the delinquent bill plus the \$10.00 accrued late fee.

IMPORTANT NOTICES:

- Completion of this form does **not** guarantee that an extension to pay will be granted.
- This form must be received by the Town of Biscoe Deputy Clerk at least 72 working hours before the account is scheduled to appear on the disconnection list. (Disconnections are done on the 1st day of the month or the following business day if the 1st falls on a Friday thru Sunday or a Holiday.) Extension requests within 72 business hours of disconnection should be made in person at the Town of Biscoe.
- The extension to pay is for the **total** balance on the account (including any bills that are not yet due) to be paid by the 20th of following month (unless the 20th falls on a Saturday or Sunday, then it will be due on the Friday **before**.) For example, if you are requesting an extension for September, the total balance due on the account (including the bill due October 1st) will be due **on or before** October 20th.

Complete the information below and submit your request form at least 72 working hours before your account is scheduled to appear on the disconnection list. You will be notified at the time of submittal by the Deputy Clerk if your extension to pay has been approved or not.

Name: _____ Date: _____

(Please Print)

Service Address: _____ Phone: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Account Number: _____ Bill Date: _____ Amount: _____

By signing this document, I am stating that I understand the following:

- If the balance is not **PAID IN FULL** as agreed, my service will be disconnected without any additional notices and a \$35.00 fee will be added to my account.
- If service is disconnected due to non-payment of an extension, service will not be reconnected until paid in full. A responsible party must be present when water is reconnected since the Town of Biscoe can assume **NO** liability for damages caused by open faucets, leaks, etc. Reconnection on the same day as payment is not guaranteed.
- I will still receive a bill for current charges that will be due on the 1st of next month.
- THIS AGREEMENT OVERRIDES THE DUE DATE ON ANY BILL RECEIVED AFTER SIGNING THIS AGREEMENT.
- No additional time will be given on an extension to pay. This form is only a request for an extension – your request may or may not be approved.

Customer's Signature

Deputy Clerk's Approval Signature