



# City of Aberdeen ~ Water Customer Service

200 E Market St - Aberdeen, WA 98520

Questions?? Call - (360) 537-3203 or (360) 537-3223

[www.aberdeenwa.gov](http://www.aberdeenwa.gov)

## Application for COVID-19 Emergency Flexible Payment Plan

### Account/Application Information

Date: \_\_\_\_\_ Account Number: \_\_\_\_\_ - 000

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

Applicant Name: \_\_\_\_\_ TENANT or OWNER

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

I have been financially impacted by the COVID-19 virus and request a flexible payment plan. I agree to pay my past due balance over the next \_\_\_\_\_ (max 18) months in equal installments. My payment plan must be completed by July 1, 2023.

Past Due amount: \$ \_\_\_\_\_ ÷ \_\_\_\_\_ (months) = \$ \_\_\_\_\_ Flexible payment plan amount  
**in addition to regularly accrued charges.**

***\*The first plan payment is due when this form is submitted and must be submitted by January 31, 2022 or your water will be turned off. Your current charges are still due on January 31, 2022 and must be paid in full. Future flexible payment plan amounts will be due on the regular utility billing due date in addition to your current charges.***

### Terms and Conditions:

- A separate bill will not be sent for this payment.
- Payments are in addition to the regularly accrued charges for the account.
- The monthly bills will reflect the total amount due, including the payment plan balance.
- Late penalties will not be assessed if all agreed upon payments are made on time.
- Late penalties will be applied if payments are not made according to the agreement.
- Property Managers are not eligible to enter into a payment plan arrangement.
- I understand, should I default on the flexible payment plan as agreed, the City of Aberdeen may discontinue utility service and service will not be restored until the past due balance is paid in full plus any reconnect fees. I further understand that should I default on this agreement; the City of Aberdeen will not allow another payment plan. All subsequent billings are payable when due.

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

Property Manager/Owner (if applicable): Name \_\_\_\_\_ Agency \_\_\_\_\_

**If you are a tenant, a copy of this agreement will be mailed to the property manager/owner on file.**

**No digital signatures will be accepted. Please print, sign and scan your completed application, with a copy of government issued identification.**

To: [paymentplan@aberdeenwa.gov](mailto:paymentplan@aberdeenwa.gov)

Or: City of Aberdeen - Utilities, 200 E Market St – 2nd Floor, Aberdeen, WA 98520

The City will respond to the applicant within 20 business days of receiving the application.

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|---|--|
| City Use Only                                   | <input type="checkbox"/> Outstanding Amount Verified _____ |
| <input type="checkbox"/> Approved By: _____     | <input type="checkbox"/> Payment Amount Verified _____     |
| <input type="checkbox"/> Rejected Reason: _____ | <input type="checkbox"/> 1st Payment Received _____        |