



Payment Extension

NOTICE: In the event a customer is unable to pay their bill prior to the disconnection date, a customer may elect to file for an extension for additional time. This form of request must be completed and signed. At no time may an extension go past the 5th day of the following month. Granting a payment extension does not eliminate any past due penalties. The Elmendorf Water System is **NOT** required to provide an extension – an extension of the due date is at the sole discretion of the Elmendorf Water System.

The following conditions must be met for the extension to be considered:

1. The Elmendorf Water System must receive this form by the 25th of a current month's bill;
2. The customer must pay an amount that allots a remaining balance of \$14.99 or under;
3. In order to process this extension, a fee of \$5.00 per request is due on the following month's bill.

A deferred payment fee in the amount of five (\$5.00) dollars shall apply on the 26th of the month (or on the next business day) and will be due on your next month's billing cycle. The past due amount of \$ _____ will be paid on the 5th of the following month.

Account No.:

Customer Name:

Service Address:

Phone No.:

Email Address:

I understand that this payment extension agreement is solely for my convenience, and is held upon Ordinance 1-9-2014-1. Failure to comply with the terms of this deferred payment agreement will cause a disruption of service. Services will not be restored until the delinquent amount, AND an administration reset fee of fifty (\$50.00) dollars is paid in full. If the 5th of the month falls on a weekend or holiday, I am aware of the option to submit my payment in the overnight drop box located at the Elmendorf City Hall located at 8304 FM 327 Elmendorf, TX 78112.

Signature

Date

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD)

This institution is an equal opportunity provider.

