

# CITY OF NEWTON

CITY COLLECTOR  
108 NORTH VAN BUREN STREET  
NEWTON, ILLINOIS 62448  
PHONE (618)-783-8451

## REQUIREMENTS TO BE ELIGIBLE FOR THE CITY'S UTILITY BUDGET PLAN

Begin the plan with a -0- balance.

Pay each monthly bill by the 15<sup>th</sup> of the month. Any late payment will be charged a 5% late fee on the budget amount. If utilities are disconnected for non-payment, the entire balance due plus a reconnect fee must be paid before utilities are reconnected.

**If credit is received from the Low Income Home Energy Program (ERBA), the account must be removed from the budget plan until all credit is used and a zero balance is achieved.**

The **monthly budget amount for equalized payments** is calculated by averaging twelve months of past billing. The amount calculated assumes the usage will be similar to the previous months' consumption. If the usage varies significantly, the budget amount will be adjusted.

On the Budget Plan, the account will be reviewed periodically and adjusted as needed. The monthly bill will reflect the budget amount and also the actual amount due as of that billing. If you have any questions concerning the billing, call the City Collector's office. Below is the form to submit to the City Collector in order to participate in the Budget Plan. The completed form may be mailed or delivered to the City Collector at the above address.

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### CITY OF NEWTON

### UTILITY BUDGET PLAN

DATE \_\_\_\_\_  
NAME/S \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_

The holder of the above account requests to be added to the Utility Budget Plan for payment of city utility bills. (Keep the above portion of this form for future reference.) At which time this account is to be removed from the budget plan, the City Collector must be notified.

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Signature