



RED OAK, TEXAS

## REQUEST FOR PAYMENT PLAN

**\*This is only a request\***

THIS IS NOT A GUARANTEE THAT YOU WILL BE ALLOWED A PAYMENT PLAN

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Account Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Length of time for payment plan request: \_\_\_\_\_

Payment amount requested: \_\_\_\_\_

Have you been allowed a payment plan in the past 12 months? \_\_\_ YES \_\_\_ NO

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Failure to maintain this payment arrangement will result in a \$40 delinquent fee being assessed to your account, your water services will be disconnected without notice, and you will no longer be eligible for payment arrangements/extensions.

**Qualification for payment plan:**

1. No payment plan in the last 12 months
2. 12 months good payment history

**If the payment plan is granted:**

1. The customer agrees to pay the amount of the arrangement
2. The arrangement can be the greater of 1/12<sup>th</sup> of the balance or \$50 in addition to the regular monthly bill
3. The length of the payment plan cannot exceed 12 months
4. Any breach of payment provision shall result in the immediate termination of water service, a delinquent fee assessed, and closure of the account. Any outstanding balance owed by the customer must be paid in full and a deposit paid before the customer may reopen the account. The customer will be responsible to pay any applicable fees.

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

FOR OFFICE USE ONLY

<p style="font-weight: bold; font-size: 1.2em;">APPROVED</p> <p>Explanation: _____</p> <p>_____</p> <p>Signature: _____</p>	<p style="font-weight: bold; font-size: 1.2em;">DENIED</p> <p>_____</p> <p>Date: _____</p>
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