

DEFERRED COVID-19 PAYMENT PLAN ARRANGEMENT



This Deferred Covid-19 Payment Plan Arrangement (DCPPA) is an agreement by the account holder and/or current resident to reconcile a delinquent utility account.

Effective September 30, 2021 the Washington State Water Disconnection & Late Fee Moratorium (Proclamation 20-23) expired. This proclamation did not relieve customers from the obligation to pay for utility services nor will utility charges be discounted or waived. The City of Bothell cannot gift public funds under current state law. For payment assistance beyond a DCPPA agreement please **call 211**.

Once this form has been received a Utility Billing Specialist will follow up with your request. Filling out the form does not guarantee a payment plan arrangement.

****If this is a rental account, a copy of this Agreement will be sent to the property owner (or management company acting on the owners behalf). The city is not responsible for any fees or penalties that may be charged by the property owner (or management company acting on the owners behalf).**

Account-Customer ID:		
Service Address:		
Bill Payer Name (First,Last):	Daytime Phone #:	Email Address:
Owner Name (First, Last):	Daytime Phone #:	Email Address:
Please select the payment option you are requesting:		
Payment Option (check one)	Past Due Amount	Maximum Payment Terms (Months or Billing Periods)
<input type="checkbox"/>	\$500 or less	4 Months or 2 Billing Periods
<input type="checkbox"/>	\$501 to \$1,000	8 Months or 4 Billing Periods
<input type="checkbox"/>	\$1,001 to \$1,500	12 Months or 6 Billing Periods
<input type="checkbox"/>	\$1,501 to \$2,000	16 Months or 8 Billing Periods
<input type="checkbox"/>	Greater than \$2,000	20 Months or 10 Billing Periods
Minimum Payment Request: \$	Frequency (check one): <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly	

See reverse or next page.

I have been unable to pay the past due balance on my account because of the financial hardship resulting from the COVID-19 Pandemic. Therefore, I am formally requesting that I be considered for inclusion in the City of Bothell's Deferred COVID-19 Payment Plan Arrangement.

I am aware that I may be required to provide financial information and other documentation to establish eligibility. I also agree that the City of Bothell may contact me at the phone number, email or address provided.

I hereby accept the City of Bothell's offered extended payment plan, and understand and agree to the following by signing and dating this arrangement form below:

- Late fees will not be assessed on the original past-due amount if DCPPA payments are made on or before the DCPPA due date.
- Installment payments must be made by the last business day within the week, bi-weekly or monthly payment frequency selected on the reverse side of this form by the applicant.
- Applicant is responsible for tracking these payments, no separate statement or reminders will be sent for this payment plan arrangement.
- A residential customer whose financial condition changes during the term of this payment arrangement, or a customer who defaults on a payment and who seeks to reestablish the payment plan, may do so **one time** under the same terms described in this signed agreement.
- DCPPA payments under this agreement are **in addition** to future regularly accrued bi-monthly utility charges for the account. All subsequent billings are payable when due.
- Late fees **will apply** to any late DCPPA or future past-due bi-monthly bills.
- Accounts in violation of their DCPPA are subject to the normal disconnection policy.
- There are no reminder calls or notices sent for future payments pertaining to this agreement. Failure to pay on the agreed frequency dates will result in immediate loss of service, without any further notice. Payment in full, plus all penalty charges will be required to restore service and may take up to three days.

I, _____ (print name) certify, under penalty of perjury, that all statements on this form are true and accurate to the best of my knowledge. I understand that this arrangement may be revoked if I fail to notify the City of changes to my financial situation or living arrangements, if I have provided false information or fail to meet payment arrangement terms. This could result in associated fees being assessed, termination of utility services and/or further collection actions which may include a lien placed on the property.

Applicant Signature

Date

CITY USE ONLY	
Date Received:	Received By:
Approved by:	Date: