

VACATION BILLING OPTIONS

If you are planning an extended vacation, the City offers ways in which residents may pay for their utility bills while away from home. (**NOTE:** vacation status is not intended to be for a length of time longer than 6 or 7 months).

Customers will continue to be billed the minimum charges on a monthly basis. Refuse charges will be removed on the vacation status account only if vacation status is established before departure. Please enter your seasonal billing address below: (**This information is required. The Postal Service *does not* forward Utility Bills.**).

Mailing Address

City

State

Zip

Here is a listing of the options for payment of utility bills while on vacation:

- 1. Pre-payment:** Residents may pre-pay their bill for the length of time they will be on vacation. It is recommended that you estimate your bill on the high side. A credit amount will be indicated by a minus sign (-) behind the amount due. Amounts without a minus sign indicate an amount to be paid.
- 2. Auto Pay:** Residents may register for Auto Debit. Registration for Auto Debit must take place a minimum of 45 days prior to departure and must be maintained after the vacation status ends. See City Hall for further details and for a registration form.
- 3. Pay as you go:** Residents may continue to pay as they are billed on a monthly basis. Bills are mailed on the 1st of each month and are due at City Hall on the 15th of each month.

No adjustments will be made on an “after-the-fact” basis. Please indicate the length of time you wish your account to be on vacation status:

Effective Dates: _____ to _____

Today's Date: _____ Signature: _____

Account #: _____ Address: _____

Thank you! And have a GREAT vacation!!!