



THURSTON COUNTY UTILITIES
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REQUEST FOR TC UTILITIES PAYMENT PLAN

Utilities Service Area
(check one)

BOSTON HARBOR TAMOSHAN GRAND MOUND

Date of Request: _____ Book #: _____ Account #: _____

Account Name(s):

Service Address: _____

City, State & Zip: _____

Contact Information:

Phone Number: _____ Email Address: _____

Payment Plan Information:

Good Faith Payment: _____ Date of Payment: _____

Monthly Payment Requested: \$ _____ *\$50 minimum monthly installment – Maximum payment plan term is six months, unless due to COVID-19. Current charges must be paid in addition to monthly payment plan installment.*

Signature(s) or attach email request:

Payment plan must adhere to TC Utilities requirements provided on reverse of form

For Office Use Only

Date Received: _____ Received By: _____ Provided Required Account Back Up: Yes

Previous Payment Plan: Yes No Date of Previous Plan _____

Current Delinquent Account Balance: \$ _____ Date of First Payment _____

Monthly Payment Plan Installment Authorized: \$ _____, plus current charges each month

Approved: Yes No Signature: _____ Date Approved: _____

Recorded on Payment Plan Summary
 Note added in Cubic

Payment Plan Requirements.

A delinquent account holder may request establishment of a county-approved payment plan to avoid service shut-off or to reconnect service. Payment plans are subject to the following:

- The request must be in writing.
- Interest, penalties and fees incurred to the date of payment plan establishment shall not be waived.
- All current charges must be paid by the due date indicated on your monthly billing, in addition to the payment plan installment, unless otherwise specified on the approved payment plan form.
- Accounts shall continue to accrue interest on the past due balance during the term of the payment plan, until made current.
- As long as payments are made per the terms of the payment plan, including payment of current charges, additional penalties shall not be assessed.
- The maximum payment plan term shall not exceed six (6) months, unless due to COVID-19.
- The minimum monthly payment plan installment shall be fifty dollars (\$50).
- TC Utilities shall not consider a request from an account holder for establishment of a payment plan more than once in a twelve (12) month time period.
- Payment plans are available only to active account holders; if an account holder moves or terminates service with TC Utilities, all outstanding balances are immediately due and payable.

Payment plans shall be approved or denied by the Utilities or Finance Manager within three (3) business days of the request. A payment plan that has been offered but not acted on by the delinquent account holder is valid only through the current bill due date.

Property owners with active service and current tenants who default on an established payment plan shall immediately be subject to shut off. A property owner shall also be subject to the lien process.