

Level Billing Form

How it works:

- Your charges will be averaged for a twelve month period, and that amount will be used for your level billing amount each month.
- Your bill will reflect the Level Billing Amount, the Actual Charges for the period, and the Total Unreconciled Balance as of the date of that bill.
- Periodically, throughout the year your level billed amount will be reviewed to prevent a large balance due on your anniversary date. Adjustments may be necessary if:
 - Your billing rate changes
 - You make changes to your account
 - Your actual usage changes significantly
- At the end of your twelve month period, your account will be reconciled. A separate invoice will be sent when the account is reconciled and it will inform you of the Level Billing Reconciliation amount.
- At that time, the reconciled balance can be set up on a "Rollover Plan", which is a 12-month payment plan that will be applied to your account monthly until the balance is paid. Or you can "Settle Up" the reconciled balance. If you choose this option the last month's bill AND the Level Billing Reconciliation amount will be drafted from your account. If there is a credit balance, it will carry forward and no payment will be drafted from your bank account until the credit balance is gone.
- The reconciliation process will also calculate your new level amount, which will be reflected on your next month's bill.

Level Billing Terms and Eligibility Guidelines

To qualify for participation in the program you:

- Must be on our system for at least 12 months to establish a history
- Must sign up for Direct Payments (ACH Bank Drafting)
- Must not have had a returned check in 12 months
- Must not have been disconnected for non-payment in 12 months
- Must select option for Reconciliation Balance
- An account will be taken off of Level Billing and a manual reconciliation will be performed at any time during the 12 month period for any of the following reasons:
 1. The customer moves out of the service location.
 2. The bank account used for this customer is closed.
 3. Two payments are returned from the bank unpaid due to NSF, closed account, etc.
 4. If the customer asks to be taken off the program.
- Periodically throughout the year the customer's Level Billed amount will be reviewed to prevent a large balance due on your anniversary date.
- Increases to a customer's monthly Level Billed amount may be made during the year if rate changes occur, if the customer adds additional services to their account, or if their actual usage changes significantly.

If you are eligible and would like to enroll, please provide your signature below and mail this entire form to **JMWSC, PO Box 2489, Lexington, SC 29071**. If you are not sure whether you are eligible for the program, please call our Customer Service Department at (803) 359-8373.

AUTHORIZATION FOR LEVEL BILLING AND DIRECT PAYMENT

Yes, I would like to enroll in the Level Billing program. I have read and agree to the terms of the program and the eligibility guidelines. I also authorize the **Joint Municipal Water and Sewer Commission** and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it.

Signature	Date	JMWSC Account #
Print Name	Address	Telephone #
Name of Financial Institution	Branch	City, State, Zip
Bank Account#	Routing Number (between symbols I: I: on bottom check)	Checking or Savings

Select One:

- Rollover Option (12-Month Payment Plan)
- Settle Up Option (Draft My Account)

CIRCLE ONE

STAPLE VOIDED CHECK HERE