

# Joint Municipal Water & Sewer Commission Budget Billing Form

How it works:

- Your charges will be averaged for a twelve month period, and that amount will be used for your budget billing each month.
- Your bill will reflect the Budget Billing Amount, the Actual Charges for the period, and the Year-to-Date Cumulative Balance as of the date of that bill.
- Periodically, throughout the year your budget bill 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.
- At that time, the reconciled balance will Rollover, which will disperse the balance over the next 12-month period and will be included in the new monthly Budget Billing amount.
- If there is a credit balance, it will also Rollover into the new Budget Billing amount.
- The reconciliation process will also calculate your new budget amount, which will be reflected on the bill following your reconciliation.

## Budget 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 history
- Must sign up for auto draft (preferably through the Online portal)
- Must not have had a returned check or disconnected for non-payment in 12 months
- An account will be taken off of Budget 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.
  4. If the account is disconnected for non-payment.
  5. If the customer asks to be taken off the program.

If you are eligible and would like to enroll, please provide your signature below and mail this entire form to **JMWSC, PO Box 2555, 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 BUDGET BILLING AND DIRECT PAYMENT

**Yes, I would like to enroll in the Budget 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	Checking or Savings <b>CIRCLE ONE</b>	Personal or Business Account <b>CIRCLE ONE</b>
Bank Account#	Routing Number (between symbols <b>I</b> : <b>I</b> : on bottom check)	

STAPLE VOIDED CHECK HERE