



601 Avenue A
 Springfield, MI 49037
 Office Hours: 7 AM - 6 PM
 Monday thru Thursday (closed Fridays)
 Phone: (269) 965-8014 Fax: (269) 965-0114

Utility Billing Payment Agreement

All payment agreements must be made prior to shut-off date. The customer must pay 50% of total bill due at the time the agreement is made the balance is due two weeks after **the day before the shut-off date**. This agreement only pertains to this bill and all future bills must be paid in full by the due date. Failure to meet payment terms voids the plan and revokes the customer's ability to enter into a payment agreement with the City of Springfield within the current fiscal year.

Failure to make payments as agreed will result in Shut-off without further notice.

(If your water service has been shut off please call Utility Billing for the amount due to reinstate service.)

Name Account Number

Address Phone Number:

_____ Date
 Customer Signature

Due By: (two weeks after shut off date)

Record of Payment (Please Print)

<u>Beginning Balance</u>	<u>Amount Paid</u>	<u>Date Paid</u>	<u>New Balance</u>

*All payment agreements are subject to approval by the finance department staff.

 Finance Department Staff Int'l:

 Date Processed: