

# Budget Billing Policy

- Guthrie Center Municipal Utilities (GCMU) will set up new budget accounts each year in April with the first payment starting on May 20.
- Any current GCMU account may apply for budget billing. New accounts applying for budget billing with past due amounts must be paid in full by **April 20** before budget billing can begin.
- Budget figure amounts are calculated using actual usage averaged over the past twelve months for a location. Once a dollar amount has been determined, the same figure will be printed on each monthly bill.
- All budget accounts **must be paid by the 20<sup>th</sup> of the month.**
- Late payments on budget accounts will result in budget billing being discontinued.\* **If a budget account has more than one late payment, budget billing will be discontinued and the customer will have to wait until the following spring to begin budget billing again.** \*Options to eliminate late payments include AUTOMATIC payments that can be set up by the GCMU office with any bank. Automatic payments will be drafted on the 20<sup>th</sup> day of the month.
- If a budget account is closed at any time and excess dollars have accrued, those funds will be held by GCMU to pay future bills.
- All budget accounts will be reviewed each year in March and adjustments made if needed. The goal with all budget accounts is to reach a near zero balance once a year in spring.

**NOTE: GCMU reserves the right to review all accounts at any time throughout the year and has the ability to raise or lower the payment amount due if adjustments are needed.**

I have read the budget billing policy and understand the terms stated by Guthrie Center Municipal Utility.

\_\_\_\_\_  
New Budget Customer Name

\_\_\_\_\_  
Budget Account Number

\_\_\_\_\_  
Budget Amount

\_\_\_\_\_  
Date