

City of Prosser, WA

Utility Deferral Agreement Procedure

A. Purpose. The purpose of this section is to provide administrative rules to regulate deferral agreements for delinquent utility accounts.

B. Authority. Prosser Municipal Code Section 13.10.210 provides the Finance Director with the Authority to establish policies and procedures to implement the code section and to determine what constitutes a bona fide economic hardship. The definitions in Prosser Municipal Code Chapter 13.10 apply throughout these rules.

C. Bona fide economic hardship. In accordance with 13.10.210, utility deferral agreements will only be granted to a customer who can demonstrate a bona fide economic hardship to the finance director. A bona fide economic hardship is defined as a temporary financial shortfall due to a sudden change in circumstances that causes a customer to have monthly expenses higher than that customer's disposable income as defined in RCW 84.36.383, less mandatory employer deductions, and where that customer has no other source to pay current expenses. Some examples include, but are not limited to, instances where a customer has:

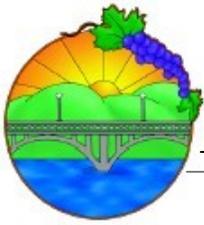
- received a number of bills at the same time; or
- incurred an unexpected emergency or one-time expense; or
- suffered a temporary reduction in income; or
- a sudden change in living or health circumstances.

If a customer has bank savings accounts with deposits sufficient to pay the utility bill in full or has credit cards with an available credit limit sufficient to pay the utility bill in full, then the customer shall exhaust such other source of funds before he qualifies for a deferral agreement.

D. Application for deferral agreement. Utility deferral agreements will be processed and discussed only with the customer and the Finance Director, or his designee. Customers shall apply for a deferral agreement on the form located on the back of this informational sheet.

E. Approval of deferral agreement. Utility deferral agreements will be negotiated at the discretion of the Finance Director, or her designee, in accordance with the City of Prosser's municipal code and these rules. Unless not economically feasible, the Finance Director's objective is to receive full payment of the account balance before the next billing cycle. Customers who apply for a deferral agreement must sign the deferral agreement form within five calendar days, during normal City Hall business hours, from the day on which the Finance Director provides the completed deferral agreement to the customer or the deferral agreement will be void and normal collection procedures will be followed (the form agreement is contained in Prosser Municipal Code Section 13.10.210 and will be completed by the Finance Director).

F. Default under a deferral agreement. If a customer fails to make agreed upon payments under the deferral agreement or is otherwise in default and that default not cured within 10 days after written notice of default from the Finance Director or his designee, then the City will proceed with normal collection procedures, including, but not limited to, the disconnecting the customer's water. If a customer defaults on a utility deferral agreement, he cannot enter into another agreement for at least one year from the date of such default.



City of Prosser, WA

APPLICATION FOR A DEFERRAL AGREEMENT

Name: _____

Service Address: _____

Telephone Number: (_____) _____ Utility Account Number: _____

Employer: _____ Employer Phone #: _____

Please indicate or explain the temporary economic shortfall or change in circumstance that caused the need for the deferral agreement. _____

Current monthly take home pay of **all** adults in the household: _____

Number of adults in household: _____ Number of children in household: _____

For each of the items listed below please indicate the amount of the monthly bill:

Household Expense	Monthly Amount	Other Expenses	Monthly Amount
Mortgage		Grocery	
Utilities		Cellular/Telephone Service	
Fuel		Child Care	
Car Insurance		Other:	

Amount of Deferral Requested	Length of Deferral

Do you or any other adult in your household have any credit cards (circle one): yes no

If you answered yes above, what is the current credit limit available on that credit card (do not include credit card account numbers): _____

Do you or any other adult in your household have any other sources, including bank account balances, from which to pay your utility bill (circle one): yes no

If you answered yes above, then please list the other sources available to you to pay your utility bill and the amount available from that source: _____

Please be advised that this document will be released to any person who makes a records request, subject to rules of the Washington Public Records Act. I (we) the undersigned hereby certify that I(we) have read the foregoing application and I(we) the undersigned hereby certify that it is true and correct, under penalty of perjury.

Signature of all adults living in the household: _____

**** Please attach copy of valid driver's license or ID** _____