

**Borough of Chambersburg**  
**Application For Budget Billing**

Name \_\_\_\_\_  
Address of account \_\_\_\_\_

Account No. \_\_\_\_\_  
Phone number \_\_\_\_\_

The Borough's Budget Billing Plan is applicable to all utility services, but is only available to residential electric, electric heat and/or gas heat customers. The plan is calculated as the sum of the averages of each service, averaged over the most recent June to May period. If a customer has not had utilities for that entire period, the previous occupant's billing will be used in the calculation. If such history is not available, the Borough will estimate in order to complete the necessary twelve months of history.

An account is not eligible for the Budget Billing Plan until all past due bills for municipal services are paid. Application will be accepted between March 1 and August 1. Budget Billing will start with the utility bill issued in July or August.

If the fuel and other municipal services bills are not paid by the due date, the billing may revert to regular billing. If the bill reverts to regular billing, the arrears must be paid in accordance with established policies and procedures or services will be terminated. All arrears and current billing must be paid before being returned to the Budget Billing Plan. A customer cannot reapply for the Budget Billing Plan until the next application period.

In addition to payments for the Budget Billing Plan, bills for other municipal services must be kept current in accordance with established policies and procedures. The account will be subject to normal penalty charges if not paid by the due date. When the account is closed, any surplus funds will be refunded and any deficit amounts will be billed to the customer.

Each customer's account will be reconciled annually during the month of June (cycle 6). The reconciliation will result in an additional charge or credit on the utility bill.

The customer has the responsibility to provide free access to the utility meter(s) for readings. Failure to provide free access may result in the billing reverting to the regular plan and the termination of utility services.

I certify that utility services are to be budgeted at this address, and this account is not in arrears. I am requesting Budget Billing (a plan to level out the payments of my utility bill), and I have read and understand the above.

\_\_\_\_\_  
Applicant's Signature                      Date

**BOROUGH USE ONLY**

Beginning Cycle \_\_\_\_\_

Approved by \_\_\_\_\_