

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

Name \_\_\_\_\_ Account No. \_\_\_\_\_  
Address of account \_\_\_\_\_ Phone number \_\_\_\_\_

The Borough's Budget Billing Plan is for residential electric, electric heat and/or gas heat. The plan is calculated as the average of the most recent 12 months of usage. If a customer has not had utilities for a full 12 months, the previous rate payer's usage will be used in the calculation until such time as the customer has a 12 month history of usage. The current month's rate is applied to the average units. **Therefore, the bill will not be the same amount every month.**

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 service will be terminated. All arrears and current billing must be paid before being returned to the Budget Plan. A customer cannot reapply for the Budget Billing Plan until the next application period.

In addition to payments for the Budget 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 service.

I certify that \_\_\_\_\_ is/are the service(s) 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 electric and/or gas bill), and I have read and understand the above.

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

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

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

\_\_\_\_\_  
Date