



109 North Main Street, Hartford, WI 53027  
262-673-8212

## Budget Billing Program

The budget billing program is a free service offered to all residential customers. The program is designed to help you avoid unpredictable utility bills and make balancing your budget a little easier.

Your monthly budget amount is based on the average of your actual bill charges during the previous 12 months. Any expected increase in the cost of electric and/or water are also calculated into the monthly payment when you enroll in the program. We continue to read your meter every month and your utility bill will show how much energy you used, the actual bill amount and the balance on your account.

### How does Budget Billing work?

We review your average energy costs over the past 12 months. We'll then bill you that amount each month – so you'll know in advance the amount due. This allows for a more stable monthly payment. We will also review your usage every March and adjust your bill to match your energy usage as needed. Any settlement balance is included in the average of your next 6 months' budget bill amount. Your bill will change only if the recalculated amount changes by 10 percent or more.

The last month of the Budget Billing cycle, or reconciliation month, is September. It is the goal that you have close to a zero balance due during the reconciliation month but the amount due will vary based on your actual usage throughout the year. Joining the budget program mid-year may cause your September balance to be larger due to not having the full 12 month's usage at the time of reconciliation. Credit balances will be rolled forward onto your next Budget Billing cycle, while any reconciled amount due will be due on the September 20<sup>th</sup> due date.

### Requirements for the program:

- Has no existing account balance, other than a credit balance.
- Is not currently in suspension from the Budget Billing Program.
- Highly recommend the payment of your account be set up on Automatic Payment Plan through your bank with a checking or savings account to avoid missed payments. Any account that misses two payments within the fixed budget year will be removed from the budget program and suspended from the program for 1 year.
- Read your **bill messages** every month to view additional important notifications in regards to the Budget Billing Program.

If you would like more information, or are interested in budget billing, please call our office at 262-673-8212.



Signature: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF HARTFORD UTILITIES**

109 NORTH MAIN STREET

HARTFORD, WI 53027

PHONE 673-8212

**AUTOMATIC PAYMENT PLAN AGREEMENT FORM**

Name: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Type of Account (check one): \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Bank Routing Number: \_\_\_\_\_

Your Account Number: \_\_\_\_\_

*Note: If the transaction will be from a checking account, you must attach a voided check to ensure accurate processing.*

Based on the above, I hereby authorize Hartford Utilities and the financial institution named above to initiate entries to my checking/savings account for payment of my monthly utility bills. This authorization will remain in effect until I terminate it, allowing reasonable time for Hartford Utilities and my bank to act. I have the right to stop payment on an individual entry or to have entries corrected by timely notification to my financial institution. Hartford Utilities also has the right to cancel this agreement for insufficient payments to my account.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_