



CITY OF MERCER ISLAND ♦ FINANCE DEPARTMENT

9611 SE 36th Street • Mercer Island, WA 98040-3732

(206) 275-7602 • mifinance@mercerisland.gov

www.mercerisland.gov

APPLICATION FOR PAYMENT ARRANGEMENT

Applicant Name			
Date		Account Number	
Street Address			
Mailing Address			
Phone Number		Email	

I _____ certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I request to pay my outstanding balance _____ over the next _____ (max 3 months) in equal installments of _____.

Terms and Conditions as outlined in Section 13 of the Utility Billing Manual.

- A. An initial minimum payment of \$100 or 10% of the balance due, whichever is more, is due upon receipt of the signed Payment Arrangement.
- B. Payment arrangement applications must be signed and submitted either via email to mifinance@mercerisland.gov, or mailed to City of Mercer Island Utility Billing, 9611 SE 36th St, Mercer Island, WA 98040.
- C. The Payment Arrangement is limited to a maximum of three months.
- D. Payments are due by the 20th of each month. An invoice will not be sent for the payment plan. Late penalties will not be assessed if all agreed upon payments are received by the 20th.
- E. Payments associated with the payment arrangement are due **IN ADDITION TO** the regularly accrued new/current charges for the utility account.
- F. Only one Payment Arrangement may be active at a time for a utility account.
- G. I understand that, should I default on the payment plan as agreed, the City of Mercer Island may discontinue utility service and service will not be restored until the balance is paid in full plus any related connection fees. I further understand that should I default on this agreement, the City will not authorize another payment plan.
- H. All subsequent billings for the current utility service are payable when due.
- I. No additional payment arrangements may be made until the account is in good standing and prior billings are paid in full.

Applicant Signature		Date	
Owner Signature (if applicable)		Date	

Submit application to mifinance@mercerisland.gov or mail to City of Mercer Island Utility Billing, 9611 SE 36th St Mercer Island, WA 98040.

The City will respond to the applicant within 7 business days of receiving the application.

CITY USE ONLY

- ☐ Approved by:
- ☐ Rejected Reason:
- ☐ Outstanding amount verified:
- ☐ Payment amount verified & First Payment Due Date: