

Town of Bath / Berkeley Springs Water Works  
 271 Wilkes Street, Berkeley Springs, WV 25411  
 Ph: 304-258-1102 / 304-258-1290 Fax: 304-258-2638

**Deferred Payment Agreement**

*(Delinquent Water/Garbage Bills)*

This Agreement, made this \_\_\_\_ day of, 20 \_\_\_\_, *by and between the Customer of record and the Utility, concerns a debt now due in the amount of \$\_\_\_\_\_.*

**Terms of Agreement**

The Customer agrees to pay the arrearage of \$\_\_\_\_\_ in monthly installments of \$\_\_\_\_\_ over \_\_\_\_\_ months, and to pay all current bills in full and on time. The Utility agrees not to terminate service for the delinquency covered by this Agreement, provided the Customer meets all terms.

**Conditions**

- Agreement terms may be negotiated based on factors such as amount owed, ability to pay, payment history, and cause of delinquency.
- A shorter payment term than 12 months may be requested.
- The Customer may challenge the reasonableness of this Agreement with the Public Service Commission. Service will not be terminated during the challenge if current bills are paid on time.
- If financial hardship arises, the Customer may request renegotiation with documentation. During renegotiation, current bills must be paid and partial payments made on the arrearage.
- If payment is missed or a check is dishonored, the Utility may terminate service after 5 days' notice by mail, phone, or in person (excluding weekends/holidays). If a dishonored check was submitted in the past 12 months, the Utility may refuse future checks and terminate service without further notice.
- If service is terminated, the full past-due balance, reconnect/disconnect fees, and any required deposit must be paid before restoration. Service will be restored within 24 hours of full payment.

**Payment Schedule**

PAYMENT DUE DATE	AMOUNT DUE

**Customer Signature:** \_\_\_\_\_

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

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

**Account #:** \_\_\_\_\_

**Received By (Utility):** \_\_\_\_\_

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