

Request for Utility Payment Plan - City of Lynnwood Utilities

Residential customers with a past-due balance may request a payment plan in order to avoid the 10% late fee, water shutoff, and property liens. Payment Plan Terms require that customers pay all new service charges in full, plus 10% of the past-due account balance. To request a payment plan, complete this form and return to the City of Lynnwood (see below).

Service Street Address: _____ Account Number: _____

| Customer Information | | Property Owner (if different) | |
|----------------------|--|-------------------------------|--|
| Name | | Name | |
| Street | | Street | |
| City | | City | |
| State / Zip | | State / Zip | |
| Telephone | | Telephone | |
| Email | | Email | |
| Signature | | | |
| Date | | | |

Payment Plan Terms:

1. Pay new charges for each future, two-month billing period, by the specified due date, and:
2. Every two months pay not less than 10% of the past due account balance by the payment due date for new charges. The customer is responsible for calculating and paying the 10% amount due.
3. While customers comply with Payment Plan Terms 1 and 2, the City of Lynnwood will not impose penalty fees, discontinue service (water shutoff), or impose property liens.
4. If the customer fails to comply with Payment Plan Terms 1 and 2, this payment plan will become null and void. The City of Lynnwood may impose a 10% penalty fee on the account balance, and may initiate water shutoff, property lien(s), or utilize other means to obtain payment.
5. By applying for a utility payment plan, applicant agrees to Payment Plan Terms.

Return this completed application to the City of Lynnwood:

Mailing address: Utility Billing, 19100 44th Ave W, Lynnwood, WA 98036

DO NOT USE RETURN ENVELOPE PROVIDED WITH STATEMENT (NOT CITY ADDRESS)

Email: ub@Lynnwoodwa.gov

Hand delivery: Utility Drop Box at Lynnwood City Hall (parking lot, across from entrance)

Financial assistance for qualifying low-income households: call 2-1-1

Lynnwood offers special rates and rebates for qualifying low-income households: 425-670-5146

| For Staff Use: | | For Staff Use: | |
|------------------------------|--|------------------------|----|
| Application received (date) | | Current billing charge | \$ |
| Application processed (date) | | Past-due balance | \$ |
| Processed by (staff) | | Total account balance | \$ |
| Approved (Yes/No) | | 10% past-due balance | \$ |

11/5/2021

Contact us: 425-670-5170 phone or UB@LynnwoodWA.gov email
This information can be provided in other formats or languages.