

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).

Account #: _____ CID #: _____

Service Street Address: _____

Applicant Information		Property Owner (REQUIRED if different)	
Name		Name	
Street		Street	
City		City	
State / Zip		State / Zip	
Telephone*		Telephone*	
Email *		Email *	
Signature*		Signature*	
Date		Date	

Payment Plan Terms (for full code LMC 13.34.070 please visit www.lynnwoodwa.gov):

1. Regular bi-monthly utility bill will still be due upon its scheduled due date
2. In addition to the bi-monthly bill, monthly payments will be due by the 30th of each month, not to exceed a period of six months
3. While in compliance with the Payment Plan terms, the City of Lynnwood will not impose penalty fees, discontinue service (water shutoff), or impose property liens
4. By applying for a utility payment plan, applicant agrees to Payment Plan terms; pursuant with LMC 13.34.070. If not in compliance this agreement will be considered null and void.

* Required

Payment Plan Payment Amount <small>(In addition to current bill amount)</small>	Payment Plan Due Date	Paid	Current Bill Due Date

For Staff Use:		For Staff Use:	
Application received (date)		Current billing charge	\$
Application processed (date)		Past-due balance	\$
Processed by		Total account balance	\$
Approved (Yes/No)		10% past-due balance	\$
Approved by	<div> <div>Name:</div> <div>Title:</div> <div>Date:</div> </div>		

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: www.wa211.org or call 2-1-1
 Lynnwood offers special rates and rebates for qualifying low-income households: 425-670-5170