

City of Keyser

111 N. Davis Street
Keyser, WV 26726

Phone: (304) 788-1511 Fax: (304) 788-0723

Deferment of Termination Policy

**Outstanding utility bills are due on or before the date & time of scheduled termination.*

**A deferment letter may be signed for the past due amount any day of the month preceding the scheduled date of termination, but is not permitted on the date of termination.*

**Payment date is permitted up to but not past the second Wednesday of the next month to ensure collection of all past due payments in a timely manner after deferred termination and before the utility department begins deferments for the following month.*

**Account holders are permitted to sign a deferment letter; however, if unavailable, may provide the utility department with a note permitting another person to sign the deferment letter in his/her absence. The note must include the name of the person being permitted to sign, date, and account holder signature to be valid.*

**Non-account holders are permitted to pick up and/or return deferment letters. However, failure to complete a letter with signature in its entirety, will make it null and void, thus causing the termination to continue as originally scheduled.*

**Termination will occur the next scheduled business day; however, no termination will be scheduled on a Friday or day preceding a holiday.*

**Reconnection will require payment of past due and current, total account balance, including a \$35 reconnect fee.*

**No exceptions will be granted to this policy.*

Acct# _____

Location _____

Route _____

I _____ agree to come in on _____ and pay the City of Keyser \$ _____ on my water account. I understand if I fail to come in on that date, the City of Keyser can shut my water off without any notification to me.

Month(s) Pmt. _____	Pledge _____	\$ _____
_____	Pledge _____	\$ _____
	Pledge _____	\$ _____
	Pledge _____	\$ _____
	Total Due (Only applicable with bill minus pledge(s)) _____	\$ _____

Note(s) _____

Customer Signature

Date

City Hall Representative Signature

Date