

# **BRAINERD PUBLIC UTILITIES**

## **Budget Billing Policy**

### **Policy 2016-18**

**September 1, 2016**

This policy is in effect for Brainerd Public Utilities (BPU) residential customers to sign up for budget billing to even out their utility costs by paying a consistent amount each month. Budget billing will help manage unanticipated high billings during summer and winter months.

A customer can enroll in the budget billing program in March and September of each year. An application will have to be filled out and returned to BPU by last day of chosen month. The application can be downloaded from BPU's website [www.bpu.org](http://www.bpu.org) or picked up at BPU's business office at 8027 Highland Scenic Road.

A budget billing amount will be determined by using the previous 12 months of billing history for the customer's residence and dividing the total amount by 12.

Budget billing accounts will be calculated twice a year; at the end of March, effective with the April billing and at the end of September, effective with the October billing. BPU has the right to increase or decrease the calculated amount at any time, if BPU believes it is necessary. The customer will be notified by BPU if a change is necessary.

To be eligible for budget billing the customer must:

- Have a 12 month billing history at current place of residence.
- Be current in utility payments and have a good paying history. (No more than one (1) penalty in a 12 month period.) Account has to be paid in full when enrolling in the program.
- Agree to remain in the program for 12 months. After the 12 month period, a customer can be removed from budget billing by notifying BPU in writing or sending an e-mail that they no longer wish to be enrolled in the budget billing program. Customer would have to wait another 12 months before being re-enrolled.
- Agree to pay the full budget amount each month by the due date of customer's utility bill.
- Agree that budget billing accounts are ineligible for time extensions or a payment arrangement to pay budget amount.
- Agree that after two (2) delinquent payments, or if account is in disconnect status the account will automatically be removed from budget billing and customer will have to wait 12 months, with a good paying history, before being allowed to enroll in the program again.