



122 6<sup>th</sup> St NE  
Staples, MN 56479  
218-894-2550

## Budget Billing

The City of Staples offers Budget Billing to residents who wish to keep payments at a fixed amount each month.

The budget amount will be based off the utility usage history at this address. The budget cycle will start with October's bill, and end with September's bill. At the end of September, the customer may roll over a remaining amount, of no more than one month's budget amount, into the next budget cycle. Any remaining amount, over one month's budget amount, will have to be paid before the customer can begin the next cycle. A customer's bill may be reviewed on a monthly basis, and the budget amount may be adjusted as needed. Any adjustment will be at the City's discretion.

The budget plan must be followed throughout the entirety of the budget period. A customer cannot pay a lesser amount than what is budgeted at any time.

If a customer is late on any payment, they will be removed from the budget plan and will go back to paying the amount of their monthly bill, and will receive penalties on any late bills. If a customer is removed from the budget plan, any remaining balance will be due by the next penalty date. Customers are encouraged to sign up for automatic payments in order to avoid late payments.

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Name(s) \_\_\_\_\_ Account Number \_\_\_\_\_

Address \_\_\_\_\_

My signature below certifies that I meet all requirements outlined in the Budget Billing Policy. If I fail to make a budget plan payment in full, I understand that I will be removed from the budget billing program and must pay my bill in full to avoid possible disconnection.

Signature \_\_\_\_\_ Date \_\_\_\_\_

You may drop off or mail this form to Staples City Hall, fax it to 218-895-2552, or email it to [jstrege@ci.staples.mn.us](mailto:jstrege@ci.staples.mn.us).

**FOR OFFICE USE ONLY**

Date budget billing added to account \_\_\_\_\_ Amount of budget billing \$ \_\_\_\_\_