



**TOWN OF CHARLESTOWN
UTILITY BILLING PAYMENT PLAN**

Resident(s) : Joe Sample
Address : 123 Sample Street, Sample, ST 45678
Account #: SAMP-000123-0000-01
Total Owed: \$ 542.70 , as of 01/10/2022

Payment #	Due Date	Payment Amount	Date Paid	Check #
Deposit (Min. \$50 Required)	1/10/2022	\$ 65.00	1/10/2022	234
1	2/15/2022	\$ 39.81		
2	3/15/2022	\$ 39.81		
3	4/15/2022	\$ 39.81		
4	5/15/2022	\$ 39.81		
5	6/15/2022	\$ 39.81		
6	7/15/2022	\$ 39.81		
7	8/15/2022	\$ 39.81		
8	9/15/2022	\$ 39.81		
9	10/15/2022	\$ 39.81		
10	11/15/2022	\$ 39.81		
11	12/15/2022	\$ 39.81		
12	1/15/2023	\$ 39.81		
TOTAL		\$ 542.70		

1. Payment plans ensure no additional late fees will be added to the account, as long as the resident makes payments on-time.
2. Residents will be expected to pay all current charges for future bills when they are due or the payment plan will be considered in default.
3. Payments are due on or before the Due Date. Failure to make payment as agreed will result in penalties and/or service being shut off. Additionally, a resident who defaults on a payment plan and is shut off will be assessed a Shut-Off Fee of \$50.
4. If the property transfers before the payment plan is paid off, payment in full is due at the time of transfer.

Joe Sample 1/10/2022
 Resident Signature Date

Town Hall Staff 1/10/2022
 Approved By Date

PLEASE MAKE CHECKS PAYABLE TO: TOWN OF CHARLESTOWN
 or **PAY ONLINE AT:** www.charlestownmd.org