

City of Sulphur

POLICIES, FEES & REGULATIONS

NEW ACCOUNTS:

- ✚ A valid photo ID and copy of lease/cash deed are required to begin service. A security deposit is required on every water tap – **NO EXCEPTIONS**. Accounts are not transferable. If the account holder moves out you must apply for the account/service to be in your name.
- ✚ Service and billing begins the day service is activated and/or unlocked.
- ✚ Only one home per residential service.
- ✚ If customer does not close the account and provide a forwarding address, the deposit cannot be refunded.
- ✚ A commercial activity engaged in as a means of livelihood or profit, or an entity which engages in such activities requires a commercial rate class in addition to an Occupational License.
- ✚ To discontinue services, Account Closure form and copy of driver's license. (Must be done by the person named on the account)

PAYMENTS:

- ✚ Bills are mailed out on or before your cycle date. Payment are due upon receipt and are delinquent if not paid by the due date at 4pm.
- ✚ Accounts paid after 4pm on the due date will be charged a 10% late fee.
- ✚ Any payments received after 4:00 pm will be processed on the next business day.
- ✚ Payments not received by the due date are subject to disconnection and collection fees.
- ✚ Not receiving a bill does not excuse the customer from late charges or non-payment. All active accounts are charged monthly.
- ✚ Bank Draft is available – the amount due is deducted from the customers bank account each month between the 5th and the 9th. Bank Draft begins the month after it is signed up for.
- ✚ On-line payments may be made through Egov on our website:
www.sulphur.org
- ✚ We reserve the right to not accept checks from anyone.
- ✚ Minimum fee of \$1.50 on all debit/credit card payments made
- ✚ Phone payment can be made at 337-527-4522, you will need your account number to complete this.

LOCK-OFF:

- ✚ Payments received after 4pm on the due date are subject to lock-off and a \$30 reconnect fee.
- ✚ An additional \$100 fee is charged if the "lock" has been cut/tampered with, or water service to the property has been re-established by any means.

- ✚ **Once the operator leaves the plant to begin lock-offs, the account is in collection status, regardless of whether the operator has locked the meter or not.**
- ✚ The collection charge must be paid, along with the full balance due, in cash, credit or money order- checks will not be accepted.
- ✚ After payment has been received, service will be restored by 3:00 p.m. if time allows or at the start of the next business day.
- ✚ Operators are not allowed to accept payment in the field or after office hours.
- ✚ Operators are only instructed which meters to lock. They are not instructed to knock on doors.
- ✚ Account will be closed by the office lock off balance is not paid within 7 days.
- ✚ In the event my account becomes ninety days or more past due, I agree that the utility department may add a collection fee not to exceed 35 percent of the past due amount.
- ✚ I also agree that the City of Sulphur, LA and any collection agency of the City of Sulphur , LA are hereby expressly authorized to contact me or my secondary contact by phone using the phone number on this utility application for any matter related to this utility account, despite protections afforded me by the Telephone Consumer Protection Act and despite the fact that the phone number I put on this application may be a cell phone.

Service will be locked if a check or online payment is returned by the bank for **ANY** reason. A \$25 NSF fee and \$30 reconnect fee must be paid, in the form of cash or money order, in addition to the amount of the returned payment before service is restored.

Bank Drafts refused by the bank for Non-Sufficient Funds will be treated the same as a returned check.

OFFICE HOURS: 8:00 a.m. to 4:00 p.m.

Monday through Friday

337-527-4522

utilities@sulphur.org

We are open during lunch.

Drop slot is located on the north side of the building near the payment window for your convenience.

Please include account number.

Copy received on _____ 20__.

Signature acknowledges receipt of these policies