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## Budget Billing Plan Enrollment Form

**Budget Billing Plan:** An average monthly billing plan may be available if the location you wish to enroll has a minimum of 12 consecutive prior months of usage, must have a positive payment history for a year and account has to be current.

**Eligibility:** Residential homeowners that have had no disconnections for non-payment, no returned payments, no past due balance, no dishonored payment arrangements.

**Amount of Budget Bill:** A customer's initial Budget Bill amount will be determined by computing an annual estimate using the usage data for the customer's account for a previous 12 month period, applying the City of Lebanon's current rates to the annual usage estimate and dividing the result into 12 equal monthly payments, plus 5%. If a credit balance remains after all amounts due are applied, the credit balance will remain on the account to go towards future bills unless the customer requests a refund. Level payments under the Budget Billing Plan shall not be construed as a guarantee or assurance that the annual cost of gas service will not exceed the estimate upon which they are based as the gas rates fluctuate each month.

**Adjustments during the year:** Actual consumption and pricing will be compared periodically to projected consumption during the Budget Billing Plan year. A Budget Bill amount may be adjusted to minimize the chance of a large difference at the end of the Budget Billing Plan year.

**Budget Bill Amount for Successive Budget Billing Plan Years:** A customer's Budget Bill amount will be recalculated for each succeeding year in March that the customer remains on the Budget Billing Plan.

**Discontinuance of budget billing:** The customer may discontinue Budget Billing at any time by submitting a written notice. Any existing credit balance will be refunded to the customer's account. Any existing unpaid balance will be charged to the Customer immediately and due in full with the next bill. The City of Lebanon may terminate the Budget Billing Program on the customer's account should the account become past due. The customer may not be allowed to re-enroll in the Budget Billing Program until there is a 12 month positive payment history.

**Final billing:** When service is terminated, the entire outstanding amount for actual usage is due and payable on the final bill due date. Any credit balance owed the customer shall be first credited against the final bill and any remainder will be refunded to the customer within twenty-five (25) days.

**Sign Me Up:** My signature below attests that I am the account holder or the duly authorized agent for the account holder. I hereby request to pay for gas, water, sewer and/or recycling services pursuant to the Budget Billing Plan. I understand that this election to participate in the Budget Billing Plan remains in effect unless I give the City of Lebanon a written notification that I wish to discontinue participating in the Budget Billing Plan, or I am terminated from the Budget Billing Plan by the City of Lebanon.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

You may scan and email this form to [customerservice@lebanontn.org](mailto:customerservice@lebanontn.org) or fax it to our customer service office at 615-257-6009.