



Ben Allen – Village Collector
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CASH / CHECK / MONEY ORDER / ACH / CREDIT & DEBIT CARDS



PAYMENT AGREEMENT FORM

A payment agreement is a written contract between the property owner and the Village of Carbon Cliff to defer a current or outstanding Water, Sewer, Garbage & Recycling Bill. The following criteria must be met:

- A payment agreement shall contain the following information: property owners name, service address, billing address, phone number, account number, date of payment(s), and amount of payment(s).
- Only the property owner can request and sign a payment agreement.
- Thirty percent (30%) of the current balance shall be paid at the time a payment agreement has been signed.
- A payment agreement shall not extend more than 40 days past the original due date of the bill.
- Payments made online must be processed before 11:59 p.m. on the agreed upon date to be considered on-time.
- A missed payment shall void the remainder of the payment agreement, the balance, including any additional late fees, shall become due immediately, and a shut-off notice shall be issued in accordance with Title V, Article1, Section 6.2 of the Village Code.
- An account shall become ineligible if two defaulted payment agreements occur within a one-year period. Account will become eligible after a period of one year from the date of last defaulted agreement.
- If water has been shut off due to non-payment of services, a payment agreement is no longer eligible for that billing cycle. Payment, including all fees for services, late fees, and on / off service charges are due in full, with certified funds, before water is turned back on.

I agree to the above listed criteria

NAME OF PROPERTY OWNER _____ ACCOUNT # _____

SERVICE ADDRESS _____

BILLING ADDRESS (IF DIFFERENT FROM SERVICE ADDRESS) _____

PHONE (HOME / CELL / OTHER) _____

\$ _____
 TOTAL AMOUNT DUE

	<u>PAYMENT DATE</u>	<u>PAYMENT AMOUNT</u>
1.	____/____/____	\$ _____
2.	____/____/____	\$ _____
3.	____/____/____	\$ _____
4.	____/____/____	\$ _____
5.	____/____/____	\$ _____
6.	____/____/____	\$ _____
7.	____/____/____	\$ _____

<u>OFFICE USE ONLY</u>		
<u>PAID</u>	<u>AMOUNT PAID</u>	<u>PAYMENT TYPE</u>
<input type="checkbox"/>	\$ _____	_____
<input type="checkbox"/>	\$ _____	_____
<input type="checkbox"/>	\$ _____	_____
<input type="checkbox"/>	\$ _____	_____
<input type="checkbox"/>	\$ _____	_____
<input type="checkbox"/>	\$ _____	_____
<input type="checkbox"/>	\$ _____	_____

SIGNATURE OF PROPERTY OWNER _____ DATE _____