



City of Crescent City
Where the Redwoods Meet the Sea

377 J Street, Crescent City, CA 95531 • 707.464.7483 • Fax 707.465.4405 • www.crescentcity.org



REQUEST FOR PAYMENT PLAN

NAME: _____

SERVICE ADDRESS: _____

MAILING ADDRESS: _____

CUSTOMER #: _____ **PHONE #:** _____

If you need to request a payment plan for your water and/or sewer bill, please complete this form and submit it to the Water Department, located at City Hall (377 J Street). If you have questions, you can call 707-464-6517.

Yes No

_____ _____ Do you have a certification from a primary care provider that discontinuation of water service would be life threatening or pose a serious threat to the health and safety of a resident at this service address? (If yes, attach the certification.)

_____ _____ Are you financially unable to pay for services within the normal billing cycle? (If yes, check the item(s) below that apply.)

_____ A member of the household living at this service address is currently receiving the following assistance:

	CalWorks
	CalFresh
	General Assistance
	Medi-Cal
	Supplemental Security Income (SSI) / State Supplementary Payment Program
	California Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)

OR

_____ I certify that the household (at this service address) annual income is less than 200% of the federal poverty level (limits shown below).

Family Size	200% Poverty Guideline (as of January 15, 2023)
1	\$29,160
2	\$39,440
3	\$49,720
4	\$60,000
5	\$70,280
6	\$80,560
7	\$90,840
8	\$101,120
More than 8	Add \$5,140 for each additional person

Yes No

_____ _____ Are you willing to be entered into a payment plan?

The City has the right to choose which payment plan option(s) to offer you and the terms of the plan. The options may include:

- *Extension of due date (additional 5 days)*
- *Amortization plan (pay the delinquent balance over 2 or more months)*

If you are eligible for a payment plan, the City will notify you and the primary customer on the account will need to sign a payment plan agreement.

If you are in compliance with a payment plan, the City will not shut off your service and you will not be charged additional late fees on the delinquent balance that is covered under the plan.

You must pay all subsequent bills (bills that are issued after the payment plan) on time. (For example, if you have a delinquent bill from March and enter into a payment plan, the payment plan is only for that bill. Bills for services from April or later are not part of the payment plan and have to be paid on time.)

You cannot have more than one payment plan at a time.

Additional important information can be found in the City's policy regarding water service shutoffs for residential customers on the City's website (www.crescentcity.org), or by requesting a copy of the policy at City Hall (377 J Street), or by calling the water department at 707-464-6517. The policy is available in English, Spanish, Chinese, Tagalog, Vietnamese, and Korean.

Signature

Date

FOR OFFICE USE ONLY:

Date of First Delinquent Bill: _____ Bill due date: _____

Delinquent balance

Water: _____

Sewer: _____

Fees: _____

Total: _____

CSD: _____

Customer eligible for payment plan? _____

Payment plan to be offered: _____ Months at _____ per Month

APPROVED: _____ DATE: _____

Customer notified: _____