

CITY OF LAMAR

SUBJECT: ACCOUNTS RECEIVABLE

POLICY: THE PROMPT PAYMENT OF UTILITY ACCOUNTS WILL BE ENCOURAGED BY THE ADDITION OF A TEN PERCENT (10%) PENALTY WHEN ACCOUNTS BECOME DELINQUENT. ADDITIONAL CHARGES WILL BE MADE WHEN COLLECTION IS NECESSARY.

ALL OTHER ACCOUNTS BECOME DUE IN THIRTY (30) DAYS. NO EXTENSION OF CREDIT WILL BE MADE TO ANY PERSON OWING A DELINQUENT ACCOUNT UNLESS PREVIOUS ARRANGEMENTS HAVE BEEN MADE.

RESPONSIBILITY: CITY CLERK

PROCEDURES:

Utility bills are due between the first and fifteenth day of each month. Ten percent (10%) penalty will be charged on accounts not paid over the counter or postmarked on the fifteenth. (One extra day will be allowed without penalty when the fifteenth falls on a weekend or a legal holiday.)

Any customer whose service has been discontinued due to delinquency in payment of their account, shall not have such service renewed until the total amount of their account, including 10% penalty, together with a service charge of \$40. Delinquent payments will only be received during normal business hours 8:00 am - 5:00 pm Monday thru Friday. Disconnection or Connection will be completed during normal business hours as listed above.

A customer will be notified whenever a check is returned as "Insufficient Funds". A service charge of \$30.00 will be charged for all returned checks. After five days, if a bad check remains unpaid, a utility disconnect will be issued.

When an Insufficient check has been received two times in a period of one year we will no longer accept checks for payment. The customer will be required to pay only by credit card, cash, or cashier check. The customer will be reinstated to pay by check after a period of one year of no late payments.

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Approved: 7-7-80

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