

**City of Sugar Hill
2016 Budget / Level Billing Program
Renewal / Open Season**

The City of Sugar Hill offers an innovative program that allows you to have a level amount in your monthly gas utility bill. By averaging your bill and flattening out the peaks, as well as the valleys, you are able to achieve a consistent bill for your gas utility services. This convenient program lets you pay the same amount each month. Knowing what your bill will be every month takes the surprise out of your utility bill. It also makes it easier to budget in advance. We will continue to read your meters as usual and you will receive information on your actual usage so you will know how much gas you are using.

Here's how the Level Billing Program works:

1. Multiply total consumption for the twelve previous months, times the expected cost of natural gas + monthly Service Fee + Taxes = Estimated total annual cost of gas/service.
2. Estimated total cost divided by 12 = monthly invoice amount.

Example:

Total Consumption	X	Estimated Gas Cost	+	Service Fee	+	Taxes	=	Total Annual Cost
840 units	X	\$1.00	+	\$15 / month	+	6%	=	\$1081.20

Annual bill: \$1081.20 divided by 12 months = \$90.10 monthly

The following criteria must be met to qualify for the Level Billing Program:

- **12 continuous months as a customer in current location** - (Needed to determine your annual gas consumption)
- **Good payment history** - (No more than (1) check returned for NSF, no more than (3) late payments and no disconnects for late or non-payment)
- **Agreement signed by the Account Owner**

ALL BUDGET OR LEVEL BILLING APPLICATIONS MUST BE FILLED OUT AND TURNED IN TO SUGAR HILL CITY HALL NO LATER THAN JUNE 6TH, 2016. THE NEXT OPPORTUNITY TO PARTICIPATE IN THE LEVEL-BILLING PROGRAM WILL BE APRIL - MAY 2017.

Now, you can pair the Budget / Level Billing program with an automated payment option - **Automatic Payment Service (APS)** – and reduce your monthly bill paying to a simple, single entry into your checkbook. By Signing-up for the APS payment option, your monthly gas bill is automatically deducted from your checking account each month. You will still receive your bill at the same time every month, allowing you plenty of time to review your bill and contact us with any questions before your bill is paid using your account. An Authorization Application can be picked up at City Hall or downloaded off of the City's website. www.cityofsugarhill.com.

Current Budget / Level Billing Customers:

Settle-up processing will be performed in **May - June 2016**. At this time, we will review your accounts to determine the difference between your actual consumption and your budget-billed consumption. The amount due on the account (credit or debit) will be applied to the account at that time. Per your original agreement, if it is determined that there is a settlement balance due, it will be billed to your account on the next billing cycle and will be due immediately.

**RENEWAL OF THE BUDGET / LEVEL BILLING PLAN IS NOT AN AUTOMATIC PROCESS.
EACH CUSTOMER MUST FILL OUT AND SIGN A NEW AGREEMENT FOR EACH YEAR.**

If you are interested in this program, please call City Hall at 770-945-6716 to see if the plan will work for you. Our Customer Service Representatives can calculate your Budget/Level Billing Plan payment for you before you decide to sign up for this service. In order to ensure faster service, please have your account number ready when you call.

The agreement may be mailed, dropped in night drop, faxed, e-mailed, or delivered to City Hall. Please call to confirm receipt if this form has been mailed, e-mailed, or faxed.