



City of Colby  
585 N. Franklin Ave., Colby, KS 67701-2399  
Phone: 785/460-4400 Fax 785/460-4490

**REQUEST FOR BUDGET BILLING**

Name: \_\_\_\_\_

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

Service Address: \_\_\_\_\_

The utility account must have at least 12 months of billing history to be eligible to request budget billing. The Budget Billing amount is re-evaluated each March based on the previous 12 months of billing history.

Each month, the shortage or excess payment will post to the AMP settlement account which is reflected on the customer's utility bill. When the budget billing is requested to be removed or the utility account has closed, if there is a shortage amount it will be due on the next billing cycle or the final billing statement. If there is an excess amount it will either be credited to the account or a refund check will be issued if funds are owed to the utility customer after the credit is applied to the final billing.

I understand that if my utilities are disconnected for non-payment at any time my budget billing can be revoked. I also understand that if my account is delinquent more than once the budget billing can be revoked. I also sign that I am responsible for any shortages due when the budget billing is removed or I close the utility account.

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

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(UB Dept Use Only)

AMP Calculation:

Highest Bill:

Lowest Bill:

Applied: