

# WHATCOM COUNTY WATER DISTRICT #7

P.O. Box 28700, Bellingham, WA 98228 Phone: (360) 752-9208 Fax: (360) 393-4739

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## BILLING SUSPENSION REQUEST

- **WATER SERVICE WILL BE LOCKED ON THE DISTRICT'S SIDE OF THE METER ON THE DATE REQUESTED BELOW.**
- **THE CURRENT BALANCE INCLUDING PRORATED CHARGES THROUGH THE SHUT DATE AND THE \$150.00 LOCK FEE MUST BE PAID ALONG WITH THIS FORM BEFORE WATER SERVICE WILL BE DISCONNECTED AND SUSPENDED FROM CHARGES.**
- **BILLING WILL BE SUSPENDED BASED ON THE DATE THE SERVICE IS LOCKED.**
- **PLEASE CALL THE DISTRICT OFFICE AT (360) 752-9208 TO GIVE 24-HOUR NOTICE OF YOUR REQUEST TO HAVE WATER SERVICE RESTORED.**
- **PLEASE REFER TO THE BILLING SUSPENSION INFORMATION ON THE BACK OF THIS FORM.**

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

Site Address: \_\_\_\_\_

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

**REQUESTED LOCK DATE:** \_\_\_\_\_

Emergency Contact Phone Number: (    )    – \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

As property owner, my signature below confirms that I have read and understand the Temporary Billing Suspension information on the back of this form, and that I have paid the current balance owing on the account in addition to the Billing Suspension Fee. I understand that my property will be locked from services and suspended from charges on the date requested above.

Customer Signature: \_\_\_\_\_

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

**OFFICE USE ONLY:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Inactivated in billing system by (initials): \_\_\_\_\_  Reactivated in billing system by (initials): \_\_\_\_\_

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## **Temporary Billing Suspension**

Water service billing may be temporarily suspended at the property owner's request. The property owner must submit a written request (Billing Suspension Form) stating the date that the service is to be stopped. The property owner must also pay a \$150 Administrative Fee (which includes the shut off fee) and must bring the account current including any prorated charges through the requested shut off date. Upon receipt of the property owners' written request and required payments listed above, the meter will be shut off and locked and billing will be suspended as of the requested date, but not prior to receiving payment. A request to unlock the meter and turn on water service must be made by the property owner at least 24 hours in advance during regular business hours. After service is turned on the standard turn-on fee will be applied to the customer's account and reflected on the next regularly scheduled bill in addition to regular service charges.

## **Termination of Service**

If a billing suspension goes beyond one (1) year, the customer will be liable for the general facilities charges at the time of reinstatement, less a credit for the general facility charges in effect at the time of termination, plus all costs to bring the service connection up to current district standards, which is not less than a turn on fee and meter reinstallation fee, if applicable, or more than the new service connection charge at that time plus new road crossing if necessary.