

Virginia Department of Public Utilities

Equal Payment Plan

The Virginia Department of Public Utilities offers a program allowing Equal Payments each month to help customers even out their monthly utility bills.

The Equal Payment calculation is based on the previous 12 months billing history plus a 10% modifier. **No guarantee of total cost is implied.** A utility account will remain on the Plan until cancelled in writing by the customer, upon termination of utility account, or upon failure of a customer to make payments by the regular bill due date. If cancellation is necessary by the Utility based on late payment, the account will revert to the Utility's regular billing and collection procedures, **without further notice.**

Requirements for acceptance into the Equal Payment Plan:

- The program is open only to property owners – **the account holder must have title to the property at time of application** (tenants, contract for deed purchasers do not qualify).
- New applications to the plan will be accepted each year as follows:
 - Cycle 1 customers (account # starts with a 1, 2, or 3) – April 15 – May 15
 - Cycle 2 customers (account # starts with a 4 or 5) – May 1 – May 31
- Enrollment is limited to property owners who have had utility service at the account for which application is being made for the preceding twelve months (April – March).
- **The utility account must be current at the time of acceptance** – all utility bills must be paid in full on/before the May due date in order to be enrolled in the plan.
- The VDPU must have an actual meter reading on all meters at the property before enrollment.

How the Equal Payment Plan works:

- Complete the Equal Payment application and return it to the Utility business office during the open enrollment period.
- The initial Equal Payment amount will be calculated. A letter will be sent notifying you of the initial payment amount. The letter **must be signed and returned** by the date specified in order for the utility account to be enrolled in the program.
- The Equal Payment amount will be re-evaluated twice each year - during the months of May and November. **Participation in this program does not allow the customer to use unlimited utilities at a fixed cost.** Equal Payment figures are only estimates and will be recalculated based on your actual usage from the preceding twelve months. When recalculated, any balance owing or credit on account will be used in the newly calculated Equal Payment.
- Customers are encouraged to closely monitor utility consumption and billings for significant changes, as this will have a direct impact on your Equal Payment calculation.
- The account will continue to be enrolled in the plan until such time as the customer has cancelled in writing, upon termination of utility account, or upon failure of a customer to make payments by the regular bill due date. At time of cancellation from the plan for any reason, the account reverts back to the Utility's regular billing and collection procedures.

The utility bill will show:

- Exact meter readings
- The exact charges for your utilities each month
- The amount normally due
- The *Equal Payment* amount will be shown on the statement as the “*Please Pay*” amount

**If you have any questions about this Program, please contact our
Business Office at 218-748-7540.**

Virginia Department of Public Utilities

618 2nd Street South
P.O. Box 1048
Virginia, MN 55792
Phone (218) 748-7540 Fax (218) 748-7544

Equal Payment Plan

Complete & return this form to Virginia Public Utilities at the address shown above during the annual open enrollment period listed below.

Cycle 1 customers (account # starts with a 1, 2, or 3) – April 15 – May 15

Cycle 2 customers (account # starts with a 4 or 5) – May 1 – May 31

I am interested in receiving information on the Equal Payment Plan for my account(s) listed below.

Before signing up, I would like you to calculate my monthly Equal Payment amount(s) for each of the accounts I have listed.

I understand that I will receive a separate calculation payment form to complete, sign, and return to the Utility by the date indicated on the letter to be enrolled in the Equal Payment Plan.

Customer Name (please print)

Daytime Telephone Number

Mailing Address

City, State & Zip

First Service Address

Account # (on your bill):

Second Service Address

Account # (on your bill):

Third Service Address

Account # (on your bill):

Fourth Service Address

Account # (on your bill):

If needed, please list additional service addresses along with account number here: