



QUALIFIED PAYMENT PLAN GUIDELINES & APPLICATION

The Qualified Payment Plan allows City of Hamilton utility customers on a fixed income to defer payments until after the first of each month without incurring a penalty for late payment. To qualify, a customer's only source of income must be benefits under Social Security, Supplemental Security Income, Social Security Disability, Railroad Pensions, Veteran's Pension and/or Disability, Disability Black Lung, or any other retirement and/or pension program.

Any customer of the City's electric, gas, water, wastewater or refuse systems who qualifies for the Qualified Payment Plan must, at the time of application, have a \$0.00 utility account balance and must provide proof of his/her eligibility. Proof of eligibility is provided by submitting a copy of one of the following documents along with the Qualified Payment Plan application form:

- Original Award Letter
- Annual 1099 Statement
- Monthly Benefit Check
- Annual Benefit Change Notification
- Third Party Query Form (for verification of all types of Social Security benefits, you can order this report by calling 1.800.772.1213)

All customers under the Qualified Payment Plan will not incur a late charge penalty for late payment provided that:

1. Customer maintains a \$0.00 balance on his/her account, or
2. Customer maintains a balance consisting of only their current bill which is due and that such bill is paid in full prior to the date on which the following month's bill is due.

All other provisions of the Rules and Regulations of the Department of Finance for the collection of aforesaid charges shall apply to those customers under the aforesaid Qualified Payment Plan. Plan participants that do not comply with the aforesaid credit requirements will be terminated from the Plan until such a time when they have paid all outstanding arrears in full.

Any customer who qualifies for the Qualified Payment Plan can make application in person to the City of Hamilton Utility Customer Service Division located on the 1st floor of the Hamilton Municipal Building (345 High Street) – Monday through Friday, 8:00 am to 5:00 pm (EST) – or by mail to the following address:

City of Hamilton
Utility Customer Service Division
345 High Street, 1st Floor
Hamilton, OH 45011



The qualifying customer must complete the application form below in its entirety. In addition, proof of the qualifying customer's eligibility must also be attached when submitting the application form. All provisions of the Qualified Payment Plan will be effective within 30 days of receipt of application.

Name:	Street Address:
(Please Print)	
Signature:	Social Security #:
Phone Number:	Today's Date:

For questions pertaining to the Qualified Payment Plan, please contact the City of Hamilton Utility Customer Service Division at 513.785.7100 – Monday through Friday, 8:00 am to 5:00 pm (EST) – or via email at customerserviceweb@hamilton-oh.gov.