



LATE PAYMENT OF CITY UTILITY BILLS

Utility Accounts are due and payable on or before the 15th day of each month and will be considered delinquent if payment is not received by the 15th day of each month.

- Delinquent Accounts, at a time after the 15th day of the month WILL be assessed a late penalty charge.
- Disconnection of services for Delinquent Accounts will begin, on or after the 25th day of each month if payment has not been received before that time.
- The Utility Account Holder may contact the Utility Billing Clerk, PRIOR to the 25th day of the month to request a payment extension using the following methods:

Mail	City Hall, Attention Billing Clerk, Po Box 7E, Leoti, KS, 67861
Telephone	620.375.2341
Fax	620.375.2416
E-mail	cityofleoti@wbsnet.org

- Utility Account Holder will only be granted four (4) extensions per year to delay disconnection for non-payment.
- A consumer who has been disconnected for non-payment two (2) or more times in a twelve (12) month period may be required to pay a deposit equal to the average of their last three (3) months service in addition to the above. Said deposit will be returned at the end of twenty-four (24) months providing the consumer has not been disconnected for non-payment of a bill during that period.

YOU HAVE THE RIGHT TO REQUEST A HEARING CONCERNING DISCONNECTION OF SERVICES FOR DELINQUENT ACCOUNTS BEFORE THE GOVERNING BODY OF THE CITY OF LEOTI OR DESIGNATED UTILITY HEARING AGENT.

- Requests for a hearing must be made in writing and received prior to the 25th day of each month.
- Failure of delinquent account holder to appear at his or her own requested hearing will likely result in an order to disconnect delinquent services and deny future requests for such hearing.