



City of Pasadena – Water Billing Office  
 P.O. Box 1337  
 Pasadena, TX 77501-1337  
 713.475.5566 – Office  
 713.475.2534 - Fax  
[customerservice-water@ci.pasadena.tx.us](mailto:customerservice-water@ci.pasadena.tx.us)

### Deferred Payment Plan

A deferred payment plan is any arrangement or agreement between the City and a customer or a customer's guarantor in which an outstanding bill will be paid in installments. With this plan, your service will not be disconnected if you pay your current bill when due and also pay a calculated portion of the outstanding bill in installments until the outstanding bill is paid in full. Each situation is individually reviewed and documentation, such as medical reports, may be needed. An administrative arrangement fee of twenty dollars (\$20.00) will be added to an account whenever a payment plan is made. In addition, if your economic or financial circumstances change substantially, the City may, but is not obligated to, renegotiate the agreement with you, taking into account your changed economic and financial circumstances.

\_\_\_\_\_  
 Customer Name (as it appears on your bill)

\_\_\_\_\_  
 Account Number (as it appears on your bill)

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

\_\_\_\_\_  
 Primary Telephone Number

\_\_\_\_\_  
 Driver's License/ID#

\_\_\_\_\_  
 Social Security #

\_\_\_\_\_  
 Email Address

I, the customer named above, do hereby acknowledge that I now owe the total amount of \$\_\_\_\_\_ to the City of Pasadena, which sum represents charges for water, sewer, garbage and/or special service charges furnished to me at the service address above.

I further understand and acknowledge that the City of Pasadena will discontinue such services at this address without further notice if this agreement is not kept and that such services will not be reinstated until the full amount shown above has been paid together with a service charge, if applicable.

I agree to pay the amounts listed below on or before the dates specified. In addition to the amounts listed below, I agree to pay the current balance on all future billings in a timely manner.

**Agreement to pay as follows:**

1. \$\_\_\_\_\_ on \_\_\_/\_\_\_/201\_\_ in addition to current charges paid on due date
2. \$\_\_\_\_\_ on \_\_\_/\_\_\_/201\_\_ in addition to current charges paid on due date
3. \$\_\_\_\_\_ on \_\_\_/\_\_\_/201\_\_ in addition to current charges paid on due date
4. \$\_\_\_\_\_ on \_\_\_/\_\_\_/201\_\_ in addition to current charges paid on due date
5. \$\_\_\_\_\_ on \_\_\_/\_\_\_/201\_\_ in addition to current charges paid on due date
6. \$\_\_\_\_\_ on \_\_\_/\_\_\_/201\_\_ in addition to current charges paid on due date

I, the undersigned, hereby understand that if I do not keep this agreement that service will be terminated **without prior notice** by the City of Pasadena and service will not be restored until all amounts due **AND** all service charges are paid in full. I have read and agree with the above information.

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

\_\_\_\_\_  
 Signature Date

**\*Arrangements are not valid if this form is not complete or the administrative fee is not paid. Customer must call to make sure this agreement form was received.\***