



LAKE WHATCOM WATER & SEWER DISTRICT
1220 Lakeway Drive
Bellingham, WA, 98229
Office Hours: Monday – Thursday, 8:00am – 5:00pm
www.lwwsd.org

(360) 734-9224
Fax 738-8250

BILLING SUSPENSION FORM

DATE:
ACCOUNT NUMBER:
SERVICE ADDRESS:
OWNER'S NAME:

OWNER'S <u>FORWARDING</u> ADDRESS:
CITY, STATE ZIP:
<u>EMERGENCY</u> CONTACT PHONE NUMBER:

REQUESTED LOCK DATE:

<input type="checkbox"/> I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE BILLING SUSPENSION POLICY ON THE BACK OF THIS FORM.
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As property owner, I have read the Temporary Billing Suspension information on the back of this form. 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. My signature below is my confirmation that I understand and agree to the information that has been presented to me on this form.

OWNER SIGNATURE
DATED

OFFICE USE ONLY:	
APPROVED BY: _____	ENTERED BY: _____
Sewer-Only Permit #	Date:



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TEMPORARY BILLING SUSPENSION

Responsibilities:

Water and sewer service billing may be temporarily suspended at the property owner's request. The property owner must submit a Billing Suspension Form stating the date that the service is to be stopped, accompanied by payment of the current account charges, and a \$150.00 Administrative Fee. Upon receipt of the completed Billing Suspension form, the meter will be locked and billing will be suspended as of the requested date.

Procedure:

1. Water service will be locked on the District's side of the meter on the date requested on the billing suspension form.
2. Billing will be suspended based on the date the service is locked.
3. One final bill for service will be mailed to the forwarding address provided on the billing suspension form. This bill will be pro-rated from the last billing date to the date the service was locked.
4. Please call the District Office at (360) 734-9224 to give 24-hour notice of your request to have water service restored. The District will lock and unlock service between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday. The District does not perform locks or unlocks on Fridays, weekends, or holidays.

SEWER-ONLY Accounts:

1. A one-time permit for a sewer plug and site inspection is required prior to first billing suspension. This permit costs \$215.00 which includes sewer inspection, processing, and sewer plug for customers with SEWER-ONLY accounts who wish to suspend their service.
2. Re-starting service for suspended SEWER-ONLY Accounts:
 - a. Scheduled maintenance for plug removal is required.
 - b. Please call to request removal during normal business hours.
 - c. No other fees apply for this service.