



# Lake Whatcom Water & Sewer District

1220 Lakeway Dr  
Bellingham, WA 98229

www.lwwsd.org  
Office Hours:  
Mon-Thu 8 a.m. - 5 p.m.

360-734-9224  
Fax: 360-738-8250

## Billing Suspension Form

### Account Information

Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
Street City State Zip

Owner's Contact Phone Number: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

### Billing Suspension Request

Requested Lock Date: \_\_\_\_\_

*Voluntary billing suspensions are limited to four (4) months per calendar year. Billing service will resume when requested by the property owner, or after four (4) months, whichever is sooner.*

**ACCOUNT CHARGES WILL NOT BE SUSPENDED UNTIL ACCOUNT IS CURRENT AND LOCK FEE IS PAID**

I acknowledge that I have read and understand the Billing Suspension Policy on the back of this form.

As the 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: \_\_\_\_\_

Date: \_\_\_\_\_

### INTERNAL USE ONLY

Date Received: \_\_\_\_\_ Date Billing Changed: \_\_\_\_\_ Processed By: \_\_\_\_\_

Sewer Plug/Inspection Permit # \_\_\_\_\_



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## Temporary Billing Suspension Policy

### Responsibilities

Water and sewer service billing may be temporarily suspended at the property owner's request. The property owner must submit a completed Billing Suspension Form stating the date that the service is to be stopped, accompanied by payment of the current charges, and the Billing Suspension Fee. This fee is equal to 1 month of the water/sewer base rate.

**The billing suspension fee in 2021 is \$123.86.**

Upon receipt of the completed Billing Suspension form and fee, the meter will be locked and the billing will be suspended as of the date requested.

### 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 upon the date that 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's office at (360)734-9224 to give at least 24-hour's notice of your request to have water service restored. The District will 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.
5. Voluntary billing suspensions are limited to four consecutive months, and four months total per calendar year. If you do not call to end the billing suspension by the end of four months, billing will **automatically resume** at the end of the four month period.

### For Sewer Only Accounts

1. A one-time permit for a sewer plug and site inspection is required prior to the first billing suspension. This permit is \$250.00, 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.
3. Voluntary billing suspensions are limited to four consecutive months, and four months total per calendar year. If you do not call to end the billing suspension by the end of four months, billing will **automatically resume** at the end of the four month period.