



Richard Drain
Controller

Office of Finance
Utility Billing and Customer Service
P. O. Box 2700, MS 1103
Annapolis, MD 21404

County Executive John R. Leopold

INSTRUCTIONS FOR COMPLETING THE RESIDENTIAL INSTALLMENT PAYMENT PLAN FORM (EXISTING IMPROVED ONLY)

All the owners listed on the deed must sign the document.

One (1) Year Installment Plan

Select this option if you need to finance only User Connection Charge(s). Capital Facility Connection Charge(s) must be paid in full at the time of application for connection. Check Box 1 and/or Box 2 and enter the amount(s) of the User Connection Charge(s) being financed. Your plumber can provide you with the correct amount of the charge(s).

Five (5) Year Installment Plan

Select this option if you need to finance both User Connection Charge(s) and Capital Facility Connection Charge(s). Your plumber can provide you with the correct amount of the charge(s).

1. Check the box to indicate whether you want to make annual or monthly payments.
2. Check Box 3 and/or Box 4 and enter the amount(s) of the User Connection Charge(s) to be financed.
3. Check Box 5 to finance one-third (1/3) the Water Capital Facility Connection Charge. The amount is already filled in. You must also check Box 7.
4. Check Box 6 to finance one-third (1/3) the Wastewater Capital Facility Connection Charge. The amount is already filled in. You must also check Box 8.

Thirty-Year (30) Year Installment Plan

Select this option if you need to finance two-thirds (2/3) of the Capital Facility Connection Charge(s). User Connection Charge(s) and one-third (1/3) of the Capital Facility Connection Charge(s) must either be paid in full at the time of application for connection or financed under the Five (5) Year Installment Plan.

Anne Arundel County, Maryland

Residential
Installment Payment Plan
(Existing Improved Only)

Property located at _____

Owner(s) mailing address _____

Phone Number _____

Installments, and the interest thereon, shall constitute liens on the property charged until paid and any such installment not paid within sixty (60) days of its billing date shall, at the option of the Controller, cause the entire unpaid balance to be immediately due and payable.

One (1) Year Installment Plan

I/We elect to pay the following water and/or wastewater user connection charges, plus interest at 1.6% per year, in monthly installments. Full payment is to be made within one (1) year from the date of application for connection.

- 1. Water User Connection Charge of \$ _____
2. Wastewater User Connection Charge of \$ _____

Five (5) Year Installment Plan

I/We elect to pay the following water and/or wastewater connection charges, plus interest at 1.6% per year, in _____ annual _____ monthly installments. Full payment is to be made within five (5) years from the date of application for connection.

- 3. Water User Connection Charge of \$ _____
4. Wastewater User Connection Charge of \$ _____
5. One-third (1/3) of the Water Capital Facility Connection Charge \$1,833.
NOTE: If you select this option, you must also select option 7.
6. One-third (1/3) of the Wastewater Capital Facility Connection Charge \$2,433.
NOTE: If you select this option, you must also select option 8.

Thirty Year (30) Year Installment Plan

I/We agree to pay the following water and/or wastewater connection charges, plus interest at 8% per year in annual installments. Payment is to be made in thirty (30) annual installments, starting January 1 of the next calendar year.

- 7. Two-thirds (2/3) of the Water Capital Facility Connection Charge \$3,667.
8. Two-thirds (2/3) of the Wastewater Capital Facility Connection Charge \$4,867.

Owner(s) Signature _____

Date _____

FOR OFFICE USE ONLY

Tax Index No. _____

Permit No. _____

() Property Owner(s) Name and Address agree with the Tax Rolls.

Date: _____

Date: _____

Verified by: _____

Distribution: Original – Finance, Copy – Dept of Public Works, Copy – Owner

Effective 10-1-11 Previous Editions are Obsolete