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| Title of Policy: | **Billing & Collecting for Other Services** | **Pg 1** |
| Section #: | Section 5 |  |
| Approval Date: | **February 9, 2021** |  |
| Revision Date: |  | Policy 5.2 |

1. KWD agrees to bill and collect for the following services:
2. Water
3. Sewer (if applicable)
4. Garbage Collection (if applicable)
5. Leak Protection Insurance (if applicable)
6. The Agency that KWD will be billing and collecting on behalf of will furnish to KWD the following:
7. A schedule of rates and fees to be charged to the Customer;
8. Any required forms and/or agreements for the Customer to sign-up for the service
9. Any information regarding the service the Agency wishes or is required to provide to the Customer.
10. KWD will administer the accounts and those fees and charges to the Customers’ bills.
11. KWD will follow its policies in dealing with billing and collection of these accounts that shall include the following:
12. Require the Customer to pay for the service(s) provided by the Utility as well as the other services covered under this policy. If the Customer pays only for the service(s) provided by KWD and not for the other service(s) covered by this policy, KWD will treat this account as an unpaid account and the Customer will be subject to KWD’s Disconnect Policy;
13. Adding to the bill or account any late fees, penalties or other charges established in KWD’s Fees and Charges Policy for non-payment and/or late payment of said bills;
14. The discontinuance of the service(s) that KWD provides as well as the service(s) that are covered under this policy;
15. The placement of unpaid accounts with a collection agency as covered under KWD’s Accounts Collection Policy