

Requirements for Average Billing Program

1. All past due balances must be paid before starting the program.
2. The customer must sign an application form and the account must be in the name of the person signing the form.
3. The average monthly payment is determined by a minimum of the previous twelve months history and other considerations. If a twelve month history is not available, at the discretion of the Credit Manager, a minimum of eight months can be used if the history shows adequate seasonal changes in the data.
4. The program can only be applied for in March and starts in April each year and runs through March of the following year.
5. Each year in March the account is evaluated and the past due amount must be paid at that time.
6. If a credit balance exists, the customer's monthly payment will be reduced by the credit balance divided by twelve.
7. The payment must be made each month regardless of the balance. At no time can a customer skip or not make a payment. If two payments are missed during a twelve month period, the customer will be removed from the program and all past due amounts will be due at the next billing date.
8. The customer can request to be removed from the program at anytime, however, any past due amounts will become due when the customer is removed from the program.
9. At anytime a customer feels the payment is not high enough to cover the accumulating balance they can pay additional amounts or extra payments.

The Average Billing Program is not available to commercial accounts.