

# Late Payment Forgiveness Policy

## West Easton Sewer/Trash Quarterly Bills

The following is the Borough of West Easton "Forgiveness Policy" of late payments. The Borough of West Easton will waive the \$20.00 late fee for sewer/trash quarterly bills for taxpayers (defined as "you") which are paid one business day late only under the following circumstances:

1. You qualify for a waiving of the late fee if you are in good standing at the time of your payment which is defined as having paid your bill on or before the due date in all of the previous 8 quarters.
2. You will not incur a late fee or lose your good standing of paying on time if your payment is placed in the side door drop box after business hours of the due date (box is collected at 9:00 AM the next morning).
3. If payment is to be made after 9:00 AM on the business day following the due date of your bill, you must **hand deliver** your payment to office staff during working hours of that day. Dropping your bill in the outside box after 9:00 AM the day following the actual due date will not be recognized as meeting the requirements under this policy.
4. You must request the late fee be waived when submitting your payment. Failing to request the waiver and submitting a payment with the late fee included will not result in a refund of the late payment. In other words, if the request is not made at the time the payment is made, it is waived.
5. This policy shall be effective as of February 13, 2017. However, for the purposes of determining good standing, prior quarters may be considered.

### **NOTE:**

**If you qualify for forgiveness of the late fee the "clock" is reset for on-time payments. You must pay on or before the due date for the next 8 quarters to be eligible for another "forgiveness" request.**

It is not the responsibility of office staff to see if you qualify for forgiveness unless you request them to do so. They are also not responsible for notifying you of this policy when you pay your bill.