

City of Xenia Utility Billing Division

107 E Main Street
Xenia, OH 45385-3203
Voice (937) 376-7242 Fax (937) 376-8914 Email: utb@ci.xenia.oh.us
www.eXploreXenia.com

APPLICATION FOR UTILITY SERVICE (Effective April 2011) FOR BUSINESSES OPERATING UNDER A FEDERAL ID NUMBER

NOTE: If you are a small business operating under a Social Security Number, do not use this application. You will need to complete the standard RESIDENTIAL application.

The application must be completed in its entirety

1) Address you are requesting service for: _____

2) Federal ID Number: _____.

3) Local Business Name: _____

Local Business Mailing Address: _____

Local Business Contact Name: _____

Local Business Contact Number(s): _____

Local Business Email Address: _____

4) Is the mailing name and/or address for the utility bill different than the service address? YES NO .

If YES, please list mailing name and/or address: _____

5) Service starting date: _____ NOTE: If the water is currently disconnected at this address, you or your representative must be present when the water is reconnected.

6) Is the business location rented or owned? RENTED OWNED .

If RENTED, you must provide a copy of the lease -- If OWNED, you must provide a proof of property ownership.

By signing below, I acknowledge that all the information provided in this application is true and that I have reviewed a copy of the "City of Xenia Water/Sewer/Stormwater/Sanitation Billing Overview for Business". I also understand that the City of Xenia has a 2.25% city income tax that must be withheld from all employees working within the City of Xenia and that any and all business activity must be reported to the City of Xenia via a city income tax return and that I am responsible for completing the "Business/Withholding Questionnaire (FORM IT-4002)" and returning it to the Xenia Income Tax Division within 30 days. I have received notice that unpaid utility bills are subject to collection via service disconnection and/or submission to a debt collection agency (30% fee added to all accounts sent to collection) and/or civil judgment and/or assessment to the property (\$50 fee for all assessments). A \$50 new account initiation fee will appear on the first bill.

Applicant Signature [/A/ a]

Date

TO COMPLETE THE SIGN-IN FOR SERVICE, FAX OR EMAIL THIS COMPLETED APPLICATION ALONG WITH EITHER:

- 1) Copy of lease for service address
- 2) Proof of ownership of service address

FAX TO: 937-376-8914 – Attn: Utility Billing Division

EMAIL TO: utb@ci.xenia.oh.us



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WATER/SEWER/SANITATION/STORM WATER BILLING OVERVIEW* **Effective October 2016**

Deposits

No deposit is required but there is a \$50.00 new account initiation fee (AKA Sign-in fee) applied to all new accounts. The \$50 charge will appear on your first utility bill. Per City Ordinances, the property owner is ultimately responsible for any and all charges billed for water, sewer, sanitation and storm water services and utilities related fees and penalty at his/her property, whether the account setup with the City of Xenia carries the name of the owner or the tenant. Unpaid bills are subject to collection via a service disconnection and/or action by the City of Xenia Law Department and/or property assessment. A \$50.00 fee is added to all accounts assessed to the property.

Billing Process for Water, Sewer and Stormwater

Water meters are read on a monthly basis over a 2 or 3 day period in the middle of the month. Water and sewer charges are based on the water meter reading. Storm water charges are a fixed amount each month.

For new customers, the first monthly billing may be based on the minimum charge until a reading has been obtained. **The \$50 Sign-in fee will also appear on your first bill.**

Billing Process for Sanitation

Trash pickup services are provided by Rumpke for residential customers inside the City of Xenia. Business customers are responsible for contracting for their own trash pickup. There is a minimum monthly sanitation charge for all customers that is used for billing costs, street sweeping, administration, landfill and property maintenance.

Late Payment

There is a penalty for late payment. Utility bills are mailed out on approximately the 16th of each month and are due on the 4th of the following month. *REMINDER: Monthly bills are normally mailed around the 16th of each month with a due date of the 4th of the following month. Failure to receive a bill does not waive obligation to pay same when due.*

Any payment received in our offices after the due date is subject to the 5% penalty (there is no "grace" period).

**This is an overview only and does not supersede or replace Xenia City Ordinances or the Utility Rules and Regulations.*

Service Shutoff

Utility bills are mailed out on approximately the 16th of each month and are due on the 4th of the following month. When a balance is more than 30 days past due, a shutoff notice will be sent. The notice will indicate a date on which the water service will be disconnected if the balance is not paid in full. Payment must be received **in our offices** by 4:30 PM on the day specified on the shutoff notice to avoid disconnection. If your account appears on the disconnect list, there is a \$25.00 disconnection processing fee and reconnection is not guaranteed on the day of payment. Service workers will not knock on your door prior to disconnecting your service and they are not permitted to accept utility payments. If your service is disconnected and **payment is received in our offices by 3 PM on the day of disconnection**, we will attempt to reconnect the service the same day but reconnection of services on the same day of payment is not guaranteed. **If payment is received in our offices after 3 PM on the day of disconnection**, service reconnection will not be attempted until the following business day. A responsible party must be present for service to be reconnected unless a signed "Water Reconnection Waiver" has been received in the Utility Billing Office. Waiver forms are available in our offices and on our website. *Please review the "Important Utility Payment Processing Deadlines" posted on our website and at our offices to ensure that your payment is received in time to avoid disconnection or to have your service reconnected.*

Paying your bill (other than via mail)

- **Pay via our website (www.eXploreXenia.com) using a credit card.** Please allow 3 working days for your payment to be posted.
- **Pay via phone using a credit card or e-check.** Call Payment Services Network at 1-877-885-7968 and please allow 3 working days for your payment to be posted.
- **Pay via direct withdrawal from your account.** Complete the form available at our website or at the Utility Billing Division to have your balance automatically withdrawn on the due date each month.
- **A 24 hour drop box** is located at the City Administration Building at 107 E Main St, Xenia, OH 45385-3203. Checks (no starter checks) or money orders are accepted in the drop box. **DO NOT PLACE CASH IN THE DROP BOX.**
- **Pay via on-line banking** – You may pay your bill using your current on-line banking service if you take the following in to consideration:
 - 1) We may not receive your payment electronically which means that your bank will print a check and mail it to us which may take as long as 7 days. Please schedule your payments accordingly.
 - 2) You must use the correct Xenia Utility account number to receive proper credit on your account. Your Xenia Utility account number will be in the following format:
X##-#####-## where **X** is one of the following letters: **A,B,C,D,E,F,G,M** and **#** are the numbers in your account number. For example, **A01-10100-01** is a valid Xenia account number. All Xenia accounts are in this format.
- **Pay at Groceryland, 1308 N Detroit St, Xenia, OH 45385**
Note: Allow 5 working days for your payment made at a collection agent to post to your utility account. If you have received a shutoff notice, we do not recommend that you pay at a collection agent since your payment may not be received in time to avoid disconnection.
- **Pay in person** at our office on the 1st floor of the City Administration Building located at 107 E Main during the hours of 8:30 AM to 4:30 PM, Mon-Fri (excluding city recognized holidays).

If you have any questions about your water, sewer, or stormwater bills, please visit our website at www.eXploreXenia.com or email us at utb@ci.xenia.oh.us or call us at 937-376-7242

If you will not be doing business within or with the City of Xenia and you will be withholding Xenia City Taxes for Xenia residents as a courtesy withholding, please complete lines 1 through 6. If you will be doing business within or with the City of Xenia, please complete this form in its entirety. NOTE: If you will be withholding Xenia City Income taxes from your employees, your withholding account with the City of Xenia will be 11-FID, e.g., if your Federal ID is 99-9999999, your withholding account with the City of Xenia will be 11-99-9999999.

1. Type of Business _____ (If this organization derives income from real property, list address(es) on back of this form.)

2. Business Name _____ Address _____ City _____ State _____ ZIP _____ Federal ID No: _____ Phone No: _____ Fax No: _____ Email address: _____ Website: _____

Is this address also the mailing address? Yes [] No [] If NO, enter your mailing address below:

Mailing Address _____ City _____ State _____ ZIP _____

3. Type of Organization: Sole Proprietor [] Corporation [] S-Corp [] Partnership [] LLC []

4. Owner of Business _____ SSN of Owner _____

5. Accounting Period: Calendar Year [] Fiscal Year [] Fiscal Month ending _____

6. Are there now or will there be employees working in (or for) the City of Xenia? Yes [] No []

Do you wish to remit the withholding tax quarterly [] or monthly [] ?

Copies of employee W-2 forms and a completed W-3 reconciliation form must be submitted no later than February 28 of each year.

7. Date business began within or for the City of Xenia: _____ Have you filed Xenia city tax before? Yes [] No []

8. If you are a contractor [], or a sub-contractor [], please advise:

(a) Names and addresses of party from who contracted, or subcontracted _____

(b) Location of job _____

(c) Probable length of job: From _____ To _____

(d) Are you or will you be subcontracting any of the work to someone else? Yes [] No [] If yes, attach list showing names and addresses and nature of work of all subcontractors. Copies of 1099s or a statement containing the same information must be submitted no later than February 28 of each year. Failure to provide this information can result in the disallowance of the deduction of subcontractor pay.

9. If you feel that are not liable for Xenia City tax, give reason _____

10. If this is a change of ownership, give name and address of former owner: _____

Date of change: _____

11. Give home address of owners(s), all partners, or principal corporate officers:

Table with 2 columns: Name, Address. Multiple rows for listing owners/partners/officers.

For Office Use Only

Signature _____

Acct Status _____ Source _____

Title _____ Date _____

Checked by _____