

## City of Xenia Utility Billing Division

101 North Detroit Street  
Xenia, OH 45385-2996  
Voice (937) 376-7242 Fax (937) 376-8914 Email: [utb@ci.xenia.oh.us](mailto:utb@ci.xenia.oh.us)  
[www.ci.xenia.oh.us](http://www.ci.xenia.oh.us)

### 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  
PLEASE PRINT CLEARLY***

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

\_\_\_\_\_  
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](mailto:utb@ci.xenia.oh.us)**



City of Xenia Utility Billing Division

101 North Detroit Street

Xenia, OH 45385-2996

Phone: (937) 376-7242 Fax: (937) 376-8914 Email: [utb@ci.xenia.oh.us](mailto:utb@ci.xenia.oh.us)

## **WATER/SEWER/SANITATION/STORM WATER BILLING OVERVIEW FOR BUSINESSES\***

### **Effective 4/21/2011**

#### **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 debt collection service and/or action by the City of Xenia Law Department and/or property assessment. A 30% fee is added to all accounts sent to debt collection and a \$50 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 16<sup>th</sup> of each month and are due on the 4<sup>th</sup> of the following month. *REMINDER: Monthly bills are normally mailed around the 16<sup>th</sup> of each month with a due date of the 4<sup>th</sup> of the followin g month. Failure to receive a bill d oes 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 the Utility Billing Department Rules and Regulations.*

## **Service Shutoff**

Utility bills are mailed out on approximately the 16<sup>th</sup> of each month and are due on the 4<sup>th</sup> 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 5:00 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 service 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, a responsible party must be home (as verified by someone responding to a knock on the door) or the property owner must have signed a waiver allowing for service disconnection at any time (even if no one is home).

## **Paying your bill (other than via mail)**

- **Pay via our website ([www.ci.xenia.oh.us](http://www.ci.xenia.oh.us)) using e-checks or VISA/Mastercard/Discover.** Please allow 3 working days for your payment to be posted. There is a \$2.00 online payment processing fee for e-checks (no charge for credit/debit card payments). **The maximum payment that may be made via the website is \$300.00.**
- **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 depository** is located in the E. Market Street lobby of the Municipal Building located at 101 North Detroit Street.
- **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 one of our collection agents:**

Groceryland	1308 N. Detroit Street	Mon-Sun, 7AM to 10 PM
IHS Pharmacy	100 N. Detroit Street	Mon-Fri, 9AM to 6 PM and Sat, 9 AM to 2 PM

*Note: Collection agent payments do not reach our offices until **at least noon on the following working day**. 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 1<sup>st</sup> floor of the Municipal Building located at 101 North Detroit Street during the hours of 9 AM to 5 PM, Mon-Fri (excluding city recognized holidays).

***If you have any questions about your water, sewer, storm water or sanitation bills, please visit our website at [www.ci.xenia.oh.us](http://www.ci.xenia.oh.us) or email us at [utb@ci.xenia.oh.us](mailto: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:

Name

Address

**For Office Use Only**

Signature \_\_\_\_\_

Acct Status \_\_\_\_\_ Source \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Checked by \_\_\_\_\_