

Effective January 2016, the City of Cushing **will be doing cutoffs on the 25<sup>th</sup> of every month**. If the 25<sup>th</sup> is a City observed holiday or a weekend, cutoff will take place the next business day.

**Bills will still be due at 4:00 p.m. on the 15<sup>th</sup> of every month**. If the 15<sup>th</sup> is a City observed holiday or weekend, bills will be due the next business day.

**Delinquent phone calls will be made following the 1<sup>st</sup> or 2<sup>nd</sup> business day after bills are due, and door tags will still be placed on the doors at least 24 hours before the morning of cutoff**. If cutoff falls on a Monday, door tags will be hung on the Thursday before.

**All payments required under an approved Extension Contract will be due by 4:00 p.m. on the 5<sup>th</sup> of the next month**. If the 5<sup>th</sup> falls on a City observed holiday or weekend, payment required under the contract will be extended to the next business day. Extensions Contracts may be signed until the day before cutoff. Only TWO Extension Contracts may be signed in any calendar year.

The City of Cushing Utility Office hopes establishing this day certain for utility cutoffs and for payments due under an Extension Contract will assist our customers with financial planning for utility payments.