TOWN OF TROY

Fire Call Payment Plan
Terms & Conditions

Property Owner/Responsible Party: _____
Service Address: _____
Phone/Email: _____
Incident Date(s): _____
Total Balance Owed: $_____
Start Date of Plan: _____
Monthly Payment Amount: $_____
Monthly Due Date: _____

Purpose:

This Payment Plan allows the Responsible Party to pay their outstanding fire call balance in fixed monthly installments of $_____ until the amount is paid in full.

Eligibility:

Eligibility is determined by the Town of Troy based on account status, ability to pay, past history, and other factors. The Town may decline or discontinue a plan at its discretion.

Plan Length & Installments:

- Monthly installments shall be $_____.
- The number of installments depends on the total balance.
- No interest is charged as long as the plan remains in good standing. If the Plan is no longer in good standing interest will accrue.

Due Date:

Payments are due on the _____ day of each month. Payments made after the Due Date are considered late.

Payment Methods:

Accepted payment methods:

- Check or money order payable to Town of Troy
- Cash (in person only)
- Credit/debit card, subject to surcharges (below)

Credit card surcharge rates

- In-person swiped/dipped card: 3% surcharge
- Manually entered/phone-in card: 3.5% surcharge

These fees reflect the processing cost passed through to the Town.

Revised 2026.03.23

Application of Payments:

Payments are applied in this order:

1. NSF/returned check fees
2. Principal balance

Voluntary Extra Payments:

Additional payments may be made at any time without penalty.

Late or Missed Payments:

A payment is considered missed if not received by the Due Date.

The Town may send reminders, but the Responsible Party remains obligated to pay on time.

Returned/NSF Payments:

Returned or NSF payments incur a $35.00 fee per occurrence or as determined by the most current approved Fee Schedule. A returned payment must be corrected within 10 days or it will count as a missed payment.

Default & Collections:

The account is in default if:

- Three (3) consecutive monthly payments are missed, or
- The Responsible Party fails to correct a returned payment within 10 days, or
- Any payment is more than 90 days past due

Upon default:

- The entire remaining balance becomes immediately due, and
- The Town will refer the account to collections. The Town may also pursue special assessment to the tax roll where authorized by Wisconsin statutes.
- Additional costs associated with collections may be added to the outstanding balance as permitted by law.

Hardship Review:

The Responsible Party may request temporary relief based on documented hardship. Approval is not guaranteed and must be confirmed in writing by the Town.

Statements & Communication:

The Town may issue periodic statements and notices via mail or email. The Responsible Party must keep all contact information up to date.

Governing Law:

This Agreement is governed by the laws of the State of Wisconsin and any applicable Town of Troy ordinances.

Authorization & Agreement

By signing below, the Responsible Party agrees to:

- Pay $_____ per month until the balance is paid in full
- Pay any applicable fees, including the $35 NSF fee
- Pay applicable credit card surcharges
- Avoid default to prevent referral to collections
- Maintain an updated mailing address, phone number, and email with the Town of Troy

Responsible Party Signature: _____ **Date:** ___ / ___ / _____
Printed Name: _____

Phone: _____

Email: _____

Town Approval (Authorized Official):

_____ **Date:** ___ / ___ / _____
Title: _____

Town Hall Contact:
Town of Troy Office
654 Glover Rd
Hudson WI 54016
715-425-2665