



UTILITY BILLING PROCEDURES

1. Billing procedures are as follows:

<u>*Zone</u>	<u>*1st two digits</u>	<u>*Date mailed</u>		<u>*Date Due</u>
1	46-49,51-62	1 st Wed. ea. mo.	3 rd Wed. same mo.	
2	50,63-73	2 nd Wed. ea. mo.	4 th Wed. same mo.	
3	74-84,93	3 rd Wed. ea. mo.	1 st Wed. next mo.	
4	85-95	4 th Wed. ea. mo.	2 nd Wed. next mo.	

If you do not receive your water bill, it is your responsibility to contact the Utility Department.

2. Payments must be received in our office on or before the due date to avoid a late charge. The late charge is 15% of the bill amount.
3. Final Notices are mailed the next business day following the due date of each billing period. If payment is not received by the date of the Final Notice, water service will be disconnected without further notice, and all charges must be paid in full by cash, money order or Visa/Mastercard before water service will be reconnected.
4. Disconnection of service results in a \$20.00 disconnect fee, and possible increase in deposits. If service is reconnected or turned off after 4:30 P.M., or on weekends, or holidays, there is an additional \$50.00 after hour charge.
5. **A \$25.00 service fee is charged on all returned checks.**