



## CUT OFF INFORMATION

### BILLING SCHEDULE:

		<u>MAILED</u>	<u>DUE</u>	<u>CUT-OFF DATE</u>
CYCLE 1:	57, 58, 59, 61, 63, 64, 65, 67, 69	11TH	26TH	3RD
CYCLE 2:	60, 62, 66, 68, 70, 71, 72, 73, 80	18TH	3RD	11TH
CYCLE 3:	10, 11, 20, 21, 30, 31, 32, 33, 34, 35, 36, 37, 40, 50 (43 FIRE HYDRANT METERS)	25TH	10TH	18TH
CYCLE 4:	44, 46, 47, 48, 49, 51, 52, 53, 54, 55, 56, 74, 75, 76	1ST	17TH	25TH

**NOTE:** A 10% LATE CHARGE WILL BE ADDED TO ANY UNPAID BALANCE AT 4:00 P.M. ON THE DUE DATE. BILLS ARE MAILED ON THE MAILING DATES ABOVE. SHOULD YOU NOT RECEIVE YOUR STATEMENT WITHIN FIVE (5) DAYS AFTER THE MAILING DATE, PLEASE CONTACT THE OFFICE. THERE IS A DISCONNECT FEE OF \$60.00 ONCE THE WATER HAS BEEN LOCKED OFF FOR NON-PAYMENT.

**\*FAILURE TO RECEIVE YOUR STATEMENT DOES NOT ELIMINATE LATE CHARGES OR DISCONNECTS\***

If the cut-off date for your billing cycle falls on a Friday, weekend or holiday; it will be scheduled for the following business day.

On the day of the cut-off, if payment is made by 4:30 pm the account will be restored same day.

Any day after the cut-off, payment has to be made by 2:00 pm for the account to be restored same day. Any payment received after 2:00 pm the account will be restored the following business day.