

By applying for service with **Public Water Supply District No. 1** you agree to abide by the laws of the State of Missouri, the By-Laws of the District, and the Ordinances and Policies of the District, as presently existing, and as may be amended from time to time.

Billing Procedures

The District will read the meters and send out a bill at the first of the month. Bills are due by the 15th of each month and shall be subject to a late charge of 10% if not paid by the 15th. Billing dates when the 15th falls on a Saturday does not extend the due date. Billing dates when the 15th falls on a Sunday will give one additional business day to pay before late fees are charged.

Failure to pay a bill by the last day of the month could result in discontinuance of the service and a reconnection charge may apply.

Failure to receive a bill does not exempt you from paying your bill each month. If you do not receive a bill, call the office before the 15th to find out your bill amount.

If you receive a bill with a previous months balance, the previous balance is due immediately to avoid disconnection. Do not wait until the 15th of that month to pay a previous balance. You will be disconnected for previous balances before the new bill is due.

If a payment is not made by the last business day of the month, a disconnection warning may be delivered to your door. You will be charged \$10.00 for delivery of the disconnection warning notice.

If your water is disconnected for non-payment a \$30.00 reconnection/collection charge will be applied to your account and the reconnection/collection charge and ALL water charges will have to be paid before service will be reconnected. If our operators have made the trip to disconnect your service you will be charged regardless if the meter is turned off or not. Our service men do not collect payments.

If you are unable to pay your bill, call the office to make arrangements to pay the bill, before disconnection. After the service has been disconnected a payment will have to be made for the service to be reconnected. Making arrangements for payment does not exempt you from late charges.

Call the office between 8:00 am and 4:00 pm Monday - Friday for questions concerning your bill.

All returned checks and returned ACH payments will be charged a \$15.00 collection charge.