

**TOWN OF JAMESTOWN
WATER BILLING COLLECTION POLICY**

The due date for water/sewer collections is the 20th of the month after the bills are mailed out on the 1st of the month. In-town bills are mailed on the 1st of the even months and out-of-town bills are mailed on the 1st of odd months. If the 20th falls on a weekend, the due date will be moved to the following Monday. If payment is not received by 5pm on the 20th, a late fee of \$10 will be implemented, which will be added to the balance due on the 20th. A second notice will be sent out the following day advising that a late fee has been added to the account. This second notice will also advise that service will be cut off on the 30th, if the account balance remains unpaid.

The fee to reconnect service is \$50 during business hours (8:30 AM – 5:00 PM) Monday through Friday and \$100 after hours and on weekends. If service is restored after hours, the customer must come to Town Hall before noon the following business day and pay the total amount.

Note: Any attempt to tamper with a meter that has been disconnected will result in an additional reconnection penalty of \$50.00.

The fee for a returned check is \$25.00. After a customer has three returned checks; the customer will be put on a Cash Only basis.

AFTER HOURS CUT ON CHARGE

DATE	CUSTOMER NAME	ADDRESS	TIME	EMPLOYEE'S INITIALS
_____	_____	_____	_____	_____

Water service was disconnected today due to non payment. Your original bill was \$ _____. After hours cut on fee is \$ _____. Total amount that is due by 12:00 PM the next business day (_____) is \$ _____. I understand that if this amount is not paid in full, the water service will be disconnected again and there will be additional cut on fees.

I have read and agree to these charges.

Customer Signature