

## BILLING SCHEDULE

**Meter Reading:** 3rd week of each month  
**Bills mailed:** before 1st of each month  
**Due Date:** 15th of each month (unless Saturday, Sunday or Holiday-then due date is following business day)  
**Penalty:** 10% penalty is applied if payment is not received in our office by due date  
**Delinquent Bills:** due on the 28th of each month  
**Shut-Off:** anytime after account becomes delinquent  
**ALL PAST DUE BALANCES ARE SUBJECT TO SHUT OFF REGARDLESS OF DUE DATE FOR CURRENT CHARGES**

The Water office will no longer accept postmark dates on an envelope as evidence of a timely payment. Failure to receive a bill does not excuse penalties or charges against a customer's account.

**Online Banking:** If your bank offers on-line banking, you can add your Water Bill to your PayList. Be sure to include your account number so it will show on the check. Payment must be received by the 15th of the month to avoid penalty; allow time for mail delivery.

**DISCONNECTION OF SERVICE** - If service is disconnected for non-payment, **THE ACCOUNT BALANCE PLUS TURN ON FEE** must be paid by cash or money order. **A security deposit may also be required.** By-Laws Section 104.02

Any Unauthorized Use of Service after a disconnect will result in a \$200.00 fee. By-laws Section 100.03  
 If the need for repairs/replacement of meters owned by the City is caused by, without limitation, freezing, hot water, neglect or malicious damage, a charge based on average costs will be made for the repair or replacement of the meter. By-laws 201.11 As stated in our Water By-laws Section 201.15(D) this also applies to radio transmitters.

## HIGH USAGE?

Check ALL toilets and faucets. Leaky toilets and faucets are some of the biggest causes of wasted water resulting in large water bills. All fittings to sinks, hot water tanks, washers, toilets, dishwashers, etc., should be dry. Also, outside faucets may be accidentally left on during warm weather. Check your own meter readings to monitor usage.

## Did You Know...

That a continuous leak from a hole this size, at 60 psi water pressure over a 3 month period would waste water in the amounts shown.

	DIAMETER OF STREAM	GALLONS	CCF
	1/4	1,181,500	= 1,580
	3/16	666,000	= 890
	1/8	298,000	= 395
	1/16	74,000	= 99

## SEWER DEDUCTING METER PROGRAM

To participate, each household will be billed a one-time, non-refundable \$25.00 fee per meter. The meter must be brought to the Water Office on or before March 31st each year to participate in the program and then on or before October 31st of each year to be read in order for the credit to be provided on the December water bill. The sewer deducting meter program will credit only the sewer portion of the bill. It is strongly recommended that meters be stored indoors to prevent freezing.

## PAYMENT METHODS

AUTO WITHDRAWAL	ONLINE PAYMENT	NIGHT DEPOSIT BOX	PAY BY MAIL	PAY BY PHONE	PAY IN PERSON
From your checking or savings account: Download the Authorization for Automated Bill Payment form at <a href="http://www.portclinton.com">www.portclinton.com</a>	Credit card payments can be made by visiting <a href="http://www.officialpayments.com">www.officialpayments.com</a> use jurisdiction code: 4549 A nominal fee will be charged	24-hour Drop Box is located at: City Hall 1868 E Perry St: Please include your payment stub.	Send check and payment stub to:  PCWW 1868 E Perry St. Port Clinton, OH 43452	Credit card payments can be made by calling 1-800-272-9829; use jurisdiction code: 4549 A nominal fee will be charged	Cash, personal check, bank check, or money orders accepted at:  City Hall 1868 E Perry St. Port Clinton, Oh 43452