



# Shut-Off Notification

## Water Services and Fees

Water service customers who are receiving this billing statement and water shut-off notification should expect their water services to be suspended, typically on the third (3rd) Wednesday of the month. **Payments must be received and posted to the account by 2:00 p.m. the day before shut-off in order to avoid suspension of services and additional fees.** Once the deadline is reached, or services have been suspended, payment in full, including all fees and all billings, must be paid before services are restored. Water services are restored until 4:45 pm M-F excluding Holidays

Returned checks will cause immediate suspension of services without notification and all additional fees will be added to the account. The balance in full must be received before services are scheduled to be restored. Checks may no longer be accepted. **Notice:** Checks returned by payee's banking institution may be assessed up to a \$20.00 fee.

**The due date of this bill does not extend the due date of any previous balance; you should pay the past due amount immediately to avoid additional fees and/or suspension of services.**

### 2020 Water Shut-Off Schedule

**Wednesday 1/22, 2/19, 3/18, 4/22, 5/20, 6/17, 7/22, 8/19, 9/16, 10/21, 11/18, 12/16**

### Sanitation Services

Sanitation service customers who are receiving this billing statement and shut-off notification should expect that their sanitation services and dumping privileges will be suspended anytime after the first delinquent month. Once services are suspended, payment in full, including any fees, must be paid before sanitation and dumping services are restored.

### Wastewater Services Only

Customers who only have wastewater services provided by the City of Lewiston and who are receiving this billing statement and shut-off notification are subject to late fees, collections, and/or tax assessments. Your credit report may be affected if your account is delinquent and sent for collections.

### Signup for Automatic Bill Payment

The account must be brought to a zero balance before automatic payments will start. Attach a voided check from the account the payment is to be deducted from each month. Auto Bill Payments are deducted on the due date (15th) of each month or next business day.

Automatic Bill Payment (ABP) Information below. Thank you.

Automatic Bill Payment (ABP) - Enrollment Form - Please PRINT	
1 Supply a voided check from the account you wish to debit. Please enter:	2 Be sure to enclose a payment for your Total Amount Due
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Routing Number	Phone Number ( ) _____
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account Number	<input checked="" type="checkbox"/> _____ Signature
<i>The Routing Number is located to the left of the Account Number</i>	
<input type="checkbox"/> Checking or <input type="checkbox"/> Savings	<input type="checkbox"/> Check to receive email statement
<input type="checkbox"/> Owner or <input type="checkbox"/> Renter/Tenant	Email Address: _____



<input type="checkbox"/> <b>Change of Address - Please indicate your new mailing address below:</b>
Address _____
City _____ State _____ Zip _____