

**UNDERSTANDING YOUR BILL:**

- A 10% penalty will be added to current charges if not paid in full by the 20<sup>th</sup> of the month.
- Payments must be received by 4:00pm on the 20<sup>th</sup> of the month (or the next business day if the 20<sup>th</sup> falls on a weekend or holiday) to avoid penalties.
- Payments are posted the **date received** in our office – **Not** by the postage date or check date. Failure to receive your bill does not excuse penalty or payment.
- Unpaid bills will result in water service shut off and a \$50.00 reconnection fee.
- \$35.00 fee for returned checks.
- **If you are moving**, our office **MUST** be notified. If you move without notice the account will remain in your name and you will be responsible for all charges.

Service requests after 3:00pm will be conducted the next business day.

**PAYMENT OPTIONS INCLUDE:**

- In person at the Municipal Building, 2245 Refugee Street. For a stamped receipt bring this bill when paying in person. Office Hours 9-4.
- After hours, use the night drop box located at the Administration Building
- We accept Checks, Money Orders and Cash  
**Do not** pay with cash when using the night drop or mailing payment.
- We accept Official Payment  
By phone at 1-800-272-9829 or officialpayments.com. Use Jurisdiction Code 8410. There is a \$3.95 convenience fee.

**DELINQUENT ACCOUNTS:**

- To avoid water service disconnection, any previous balance on your account must be paid immediately.
- Once disconnection of service occurs, you must pay the past due amount in full plus a \$50.00 reconnect fee to have service restored.
- **PREVIOUS BALANCES ARE SUBJECT TO SHUT OFF REGARDLESS OF THE DUE DATE FOR CURRENT CHARGES.**

**TO UPDATE YOUR ACCOUNT:**

Please Make Changes Below:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Email addresses will be kept confidential and will not be sold to any third party.

**VILLAGE OFFICES - CONTACT NUMBERS**





- Municipal Building** (740) 467-2333  
 Utility Collection and Billing  
 Board of Public Affairs  
 Mayor's Office  
 Building Permits  
 Accounts Receivable and Payable  
 Village Council  
 Zoning
- Police Department** (740) 467-2333 Press #1
- Fire Department - In Town** (740) 467-2646  
 (non-emergency contact number)
- Fire Department - Fairfield Beach** (740) 246-4948  
 (non-emergency contact number)
- Street Department** (740) 467-2499
- Wastewater Department** (740) 467-2324
- Water Department** (740) 467-2374

**OTHER PUBLIC AGENCY - CONTACT NUMBERS**

- Fairfield County Sheriff's Department** (740) 653-5223  
 (non-emergency contact number)
- Walnut Township Trustees** (740) 467-2420
- Walnut Township School District** (740) 467-2802  
 Elementary School (740) 467-2216  
 High School (740) 467-2929
- Licking County Water and Wastewater** (740) 670-5440

**HIGH USAGE?**

- Check ALL toilets and faucets
- **Leaky toilets and faucets are the biggest cause of wasted water resulting in large water bills.**
- Leaky hot water faucets result in water and heat loss.

| LEAK THRU FOLLOWING DIA. AT 60 PSI  | WASTE PER MONTH |
|---|-----------------|
|  1/4"  | 339,833         |
|  1/8"  | 98,667          |
|  1/16" | 24,667          |
|  1/32" | 6,167           |

To help us serve you better, please:

Make Checks Payable to:  
Board of Public Affairs

Write your account number on your check

Don't forget to sign your check

Please do not staple checks to bill stub