

UNDERSTANDING YOUR BILL:

- A 10% penalty will be added to current charges if not paid in full by the 20th of the month.
- Payments must be received by 4:00pm on the 20th of the month (or the next business day if the 20th 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.
- 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 Credit/Debit card payments 24/7 online at millersportohiowater.smartpayworks.com. To pay by phone 24/7, please dial 740-207-2790. Convenience fees do apply.
- We accept Checks, Money Orders and Cash
Do not pay with cash when using the night drop or mailing your payment.

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.**

VILLAGE OFFICES - CONTACT NUMBERS

Municipal Building

Utility Collection and Billing
Board of Public Affairs
Mayor's Office
Building Permits

(740) 467-2333

Accounts Receivable and Payable
Village Council
Zoning

Police Department

(740) 467-2333 Press #1

Fire Department - In Town
(non-emergency contact number)

(740) 467-2646

Fire Department - Fairfield Beach
(non-emergency contact number)

(740) 246-4948

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
(non-emergency contact number)

(740) 653-5223

Walnut Township Trustees

(740) 467-2420

Walnut Township School District
Elementary School
High School

(740) 467-2802
(740) 467-2216
(740) 467-2929

Licking County Water and Wastewater

(740) 928-0302

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 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.

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