## WINGATE WATER UTILITY

## **BILLING AND DISCONNECTION POLICY**

Utility customers are billed for services and charges for services and goods provided in the prior calendar month. The Town invoices all customers on or by the first (1<sup>st</sup>) day of each month.

Payments are due no later than 5:00 p.m. on the 15th day of each month.

Payments received after 5:00 p.m. on the 15th will be marked delinquent, and a 10% late fee will be assessed to both the water and wastewater charges.

To avoid disconnection, payment in full must be received no later than 8:30 a.m. on the 25<sup>th</sup> day of the month.

If payment in full is not received on the 25<sup>th</sup> day of the month, water service will be shut off until the balance including the 10% penalty is paid in full along with a \$75.00 reconnect fee.

To avoid shut off, full payment must be received before 8:30 a.m. on the 25<sup>th</sup> day of each month.

Request for Reconnection Monday through Friday from 8:00 a.m. till 5:00 p.m. the charge is \$75.00. The charge for reconnection received after 5:00 p.m. on weekdays, Saturday, Sunday, or Federal Holidays is \$150.00.

If you wish to contact the Town offices, you may call and leave a message at 765-275-2407. Messages are checked weekly. Or you can send an email to <a href="mailto:townofwingate@tds.net">townofwingate@tds.net</a> or you can send a letter to the Town Council at Town of Wingate Utilities, P.O. 253, Wingate Indiana 47994.

If you experience a water emergency, please call or text Jay Busse at 765-366-6084.

Wingate Town Council

**Kyle Campbell** 

**Town Council President**