



**CITY OF BATTLE GROUND**  
 109 SW 1st Street, Suite 217  
 Battle Ground, WA 98604-2816  
 (360) 342-5002  
 www.cityofbg.org

DUE DATE	ACCOUNT NO.
Immediately	99999-99999
BILL DATE	AMOUNT DUE
10/31/2010	\$120.11
SERVICE LOCATION	
1234 MAIN ST	

# PAST DUE NOTICE

**DUE DATE: 11/15/2010**

## PAST DUE CHARGES

**TOTAL DUE** **\$120.11**

**IF PAYMENT IS NOT RECEIVED  
 BY 11/15/2010  
 SERVICES WILL BE SHUT OFF  
 ON 11/16/2010**

Our records show that the account has a past due balance. The balance includes the past due amount and any late fees or penalties that have been charged to your account. To continue water service, payment must be received by our office on or before the due date on this notice. If payment for the past due amount is not received by our office by the due date, a \$25.00 service fee will be added and the water service is subject to shut off.

DATABAR FORM # 7045 11/16/10 PLEASE DETACH BOTTOM PORTION AND RETURN



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*This stub ensures that your payment is processed accurately.*

<b>DUE DATE</b>	<b>AMOUNT DUE</b>
Immediately	<b>\$120.11</b>
<b>SERVICE LOCATION</b>	
1234 MAIN ST	
<b>ACCOUNT NUMBER</b>	<b>ENTER AMOUNT ENCLOSED</b>
99999-99999	\$

▼ Please Make Check Payable To:

**ADDRESS SERVICE REQUESTED**

1D01640 1 AV 0.335 AUTO 5-DIGIT 98604



JOHN S SAMPLE	01693	Seq
1234 MAIN ST	6	Stm 1 of 1
BATTLE GROUND WA 12345-6789		Pg 1 of 1
	1D	0.52

**CITY OF BATTLE GROUND**  
 109 SW 1st STREET SUITE 217  
 BATTLE GROUND, WA 98604-2816



**THIS IS TO ADVISE YOU THAT THE WATER SERVICE WILL BE SHUT OFF TO THIS BUILDING DUE TO NON-PAYMENT OF UTILITY BILLS. IMMEDIATE ACTION IS REQUIRED.**

**DELINQUENT ACCOUNT SERVICES CHARGES:**

Late Charge	10% or \$10.00 whichever is greater
Administrative Charge	\$25.00 if past due amount is not received by 5:00 PM on due date shown on the front of this delinquent notice.
After hours restore fee	\$92.00 for service weekdays between 5:00pm – 8:00pm Week-ends and holidays 7:30am-8:00 pm

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Disputes regarding past due bills must be filed in writing prior to the date of termination on this notice. Disputes should be addressed to the Finance Director, City of Battle Ground, 109 SW 1<sup>st</sup> Street Suite 217, Battle Ground, WA 98604. Customers may request a hearing to produce evidence why such utilities shall not be terminated.

Minimum charges will still accrue after shut-off or in times of vacancy. All utility bills shall be the responsibility of the property owner for purposes of liens which may be assessed by the City of Battle Ground.

Payments when received shall be applied by date in the following sequence: penalties, fees, taxes, water, sewer and storm drainage.

It is a violation for any unauthorized person to turn on or off his/her own water service or otherwise tamper with any portion of the City water system. (Battle Ground City Code 13.112.060)

All charges for Utility Service are charged to the property where the service was provided and are a lien upon the property as provided in the Revised Code of Washington and Battle Ground City Code. All delinquent amounts and associated fees as shown upon the account at the time payment is tendered must be paid before service can be restored.

**MISCELLANEOUS SERVICE FEES**

NSF Check Fee	\$35.00	After hours service fee	\$92.00
Lien Fee	\$124.00	Meter lock tampering fee	\$40.00
Service Charge on Shut-Off	\$25.00	Meter tampering Fine up to	\$150.00