

Pay Your Bill

INTERNET SYSTEM

1. Go to www.officialpayments.com
2. Click “Local Payment”
3. Enter our Jurisdiction Code: **8463** (if applicable)
4. Enter the necessary information – you will need your Utility account number
5. Submit the payment
6. You will get a confirmation number. You may click on “print confirmation” to get a copy of the confirmation number or write it down for your records.
7. Exit out to clear your session data

PHONE SYSTEM

1. Dial **1-888-272-9829**
2. Select option #3
3. Enter jurisdiction code **8463**
4. Follow the messages, inputting data where necessary
5. Wait for a confirmation number

SERVICE FEES

Residential Accounts:

Credit/Debit Cards – (Visa, Mastercard, Discover, American Express)	\$2.95
E-Check / ACH	\$1.50
Pay by phone – Add \$1.00 to the above fees	

Commercial Accounts:

Credit/Debit Cards – (Visa, Mastercard, Discover, American Express)	\$3.95
E-Check / ACH	\$2.00
Pay by phone – Add \$1.00 to the above charges	

******PAYMENTS MADE ONLINE OR BY PHONE COULD TAKE 48-72 HOURS TO BE DEPOSITED INTO OUR BANK ACCOUNT. PLEASE MAKE SURE YOUR PAYMENT IS MADE BEFORE THE 15TH OF THE MONTH TO ALLOW TIME FOR THE UTILITY OFFICE TO RECEIVE PAYMENT BEFORE THE DUE DATE (20TH).**