

PAMLICO COUNTY WATER DEPARTMENT
 PO BOX 158 102 N. FOURTH ST.
 BAYBORO, NC 28515

RETURN SERVICE REQUESTED



Office Hours: 8:00am - 5:00pm - Mon-Fri

Night Depository Available After Hours

Phone Number: 252-745-5453

Emergency/After Hours: 252-514-5240

Fax Number: 252-745-7546

Internet Address: www.pamlicocounty.org

ACCOUNT NUMBER	BILL NUMBER	BILL DATE	DUE DATE	CURRENT CHARGES	
Service Period		Service Address			
Previous Reading	Current Reading	Consumption		Service	Amount
				TOTAL DUE:	

Payment may be made by cash, check, money order, or automatic bank draft. We do not accept payments made by phone. To ensure payments are credited properly, please include the bottom portion of this statement with your payment. A return envelope has been provided for your convenience.

PLEASE RETURN THIS PORTION OF STATEMENT IN ENCLOSED ENVELOPE

ACCOUNT NUMBER	BILL NUMBER	CUSTOMER NUMBER	BILL DATE	DUE DATE	TOTAL CHARGES	AMOUNT PAID

TO CHANGE YOUR MAILING ADDRESS, PLEASE FILL IN YOUR NEW ADDRESS TO THE RIGHT.

MAKE CHECK PAYABLE AND REMIT TO:

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE NO.: _____

PAMLICO COUNTY WATER DEPARTMENT
 PO BOX 158
 BAYBORO, NC 28515-0158

IMPORTANT INFORMATION

Utility bills are due on the "Due Date" printed on the front of the bill.

Utility services are billed after the service has been provided. The service period is indicated on the bill.

All charges must be paid monthly, by the due date, to keep your account current and to avoid disconnection of service.

Account access is limited to the name(s) shown on the account. Name(s) added with written notice at no charge.

Past Due/Disconnect: Bills are considered delinquent if payment is not received by the due date. **Water/sewer accounts with a previous balance due will be subject to disconnection without notice.** Once an account is placed on the cut-off list, a service fee will be added, and the account balance **in full** becomes due to avoid termination of service. If balance is paid by check and the check is returned unpaid, the meter will be cutoff and locked without any further notice.

Payment Locations:

Mail your payment using the enclosed envelope and stub to address on the stub.

Pay at 102 N. Fourth St., Bayboro, NC 28515
Monday through Friday from 8am to 5pm.

An after hours drop box is provided. Payments placed in the drop box will be processed the next business day.

If you would like to sign up for automatic bank draft, fill out the form below, include a voided check, and return with your next payment. This agreement will remain in effect until Pamlico County Water Department terminates it or receives written notification of termination and has sufficient time to act on it. Please continue to make payments until your bill states it will be drafted.

BANK INFORMATION:

BANK NAME

BANK STREET OR POST OFFICE ADDRESS

CITY, STATE, ZIP

ROUTING#

ACCOUNT #

CIRCLE - CHECKING SAVINGS

I authorize Pamlico County Water Department to deduct my utility bill on the due date from my checking or savings account every month until I notify otherwise.

Customer Signature

Date