



## WEST SIDE WATER SYSTEM

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(517) 485-5470 Fax (517) 371-4818

westsidewater.com

# EMAIL BILLING ENROLLMENT

Go paperless

Sign up for email billing

Receive your monthly water/sewer bill and special notifications by email.

Name on Account: \_\_\_\_\_

Service Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

To avoid any problems with receiving your utility bills please add our email address to your contacts list: **West Side Water Utility Billing (utilitybill@westsidewater.com)**. This email address is a NO-REPLY address and is not monitored. If at any time you wish to discontinue this email billing or you need to change your email address please notify us in writing.

Email bills will be processed by the last business day of the month. Please be sure to check your spam and junk mail if you don't receive your bill by the first of each month. **Failure to receive a bill does not entitle customers to discounts or waiver of delinquency fees.** The due date for your West Side Water bill is the 17<sup>th</sup> of each month or the next business day if the 17<sup>th</sup> falls on a weekend or a holiday.

When mailing your payment in please remember to write your account number on your check. We also accept payments in our office and for your convenience you can pay online with a credit or debit card at westsidewater.com and click on the Pay Bills Now tab. We also offer monthly automatic direct debit (ACH) payments drawn from your checking or savings account. After hours check or money order payments can put in our drop box located outside the main doors of the Charter Township of Lansing building. Please do not put cash in the drop box.