

## About your utility bill


- Utility bills are sent out bi-monthly (sent out in the odd, due in the evens months) usually around the 10<sup>th</sup>.
- Invoice Cloud is our credit card processor. You may notice on your bank statement if you use this method it may be listed as Invoice Cloud or Paymentech.
- Bills are full page and sent in an envelope with City's logo on it.
- The previous balance and penalty amount will be added to the next bill.
- Payment must be received by the due date.
- If payment is not received by the due date, a 10% penalty will be added.
- If a payment is returned by the customer's bank, a service fee of \$38.00 will be charged.
- For your convenience, we offer Online Payments & Paperless billing – link can be found on our website.
- We also offer Direct Payment which will allow the amount due to be automatically deducted from your bank account on the billing due date.
- If you don't receive a bill, please check Invoice Cloud. You can view, print or save electric copy of your bill.
- Not receiving a bill is not reason to not pay your bill.

## Ways to pay your bill:

- **Payments through City Hall**
  - Mail check to City Hall
  - Use drop box at City Hall
  - Bring check to City Hall or pay with credit card during business hours
  - Sign up for auto pay via checking or saving account (sign up form can be found online or picked up at City Hall)
- **Invoice Cloud**
  - View and pay your bill anytime (Autopay is not required) – link can be found on our website.
  - Go paperless to receive bills via email.
  - Schedule your payments for a specific future date.
  - Save time with AutoPay from your credit or debit card.
  - Receive email reminders about your bill.
  - Pay by Text – sign up to get text notifications about your bill and have the option to pay through text message.
  - To look up your account you will need your **account number** and **mailing street address** as it appears on your bill. Using the example bill you would enter **9999** as the account number **1234 Main St** as the address.
    - Please note that the street address needs to be as it appears on the bill. If street is abbreviated as ST you will need to abbreviate it when looking up your account on Invoice Cloud. If the street address doesn't match your bill **exactly** Invoice Cloud will not be able to find your account.
- If you choose to use your bank's bill pay, please make sure your four (4) digit account number is listed on the check. If it is not, this could result in your payment being returned to your bank and a late fee for missed due date.
- The more water you use, the higher your bill will be.
- Residents with lawn irrigation systems should check the irrigation setting. Watering your lawn can significantly increase your utility bill.

## Please see reverse side for information on how to understand your bill.

City Hall 12260 S. Diamond Lake Rd, Dayton, MN 55327 | 763-427-4589 | [www.cityofdaytonmn.com](http://www.cityofdaytonmn.com)  
Monday – Thursday 7:30am to 5:00pm and Friday 8:00am to 12:00pm



12280 S. Diamond Lake Road  
Dayton, MN 55327  
PHONE: (763) 427-4589

<b>DUE DATE</b>	<b>AMOUNT ON OR BEFORE DUE DATE</b>
10/10/18	\$247.36


<b>ACCOUNT NUMBER</b>	<b>AMOUNT ENCLOSED</b>
9999	

Name: CURRENT RESIDENT  
Service Address: 99999 TERRITORIAL RD

**Utility Bill**


CURRENT RESIDENT  
1234 MAIN ST  
DAYTON, MN 55327

PLEASE MAKE CHECK PAYABLE TO  
**CITY OF DAYTON**  
PLEASE INCLUDE ACCOUNT NUMBER ON YOUR CHECK  
9999



RETURN TOP PORTION WITH YOUR PAYMENT. PLEASE DO NOT USE STAPLES, TAPE OR PAPER CLIPS.

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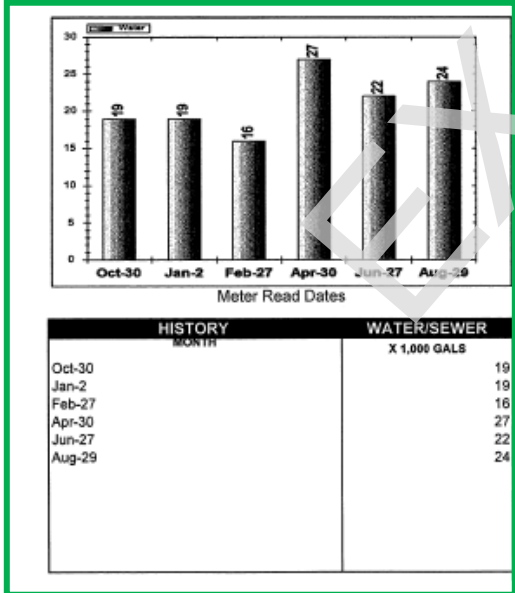
Additional Payment Options:  
Online, Auto Deduct,  
Credit & Debit Cards.

<b>SERVICE FROM</b>	<b>SERVICE TO</b>
08/27/18	08/29/18

Service Address: 99999 TERRITORIAL RD

<b>ACCOUNT NUMBER</b>
9999

SERVICE NAME	METER ID	CURRENT READ	PREVIOUS READ	MULTIPLIER	USAGE	READ TYPE	NO OF DAYS	AVG. USAGE / DAY
WATER	65749092	1089	1065	1.00	24	A	63	.381



PREVIOUS BALANCE	\$252.36
PAYMENTS RECEIVED	\$(252.36)
CURRENT PERIOD ADJUSTMENTS	\$0.00

Billing Item	Usage	Amt Billed
WATER BASE		\$82.36
WATER USAGE	24	\$76.04
SEWER BASE		\$19.58
SEWER USAGE	16	\$68.32
MN CONNECT FEE		\$1.06

TOTAL CURRENT CHARGES	\$247.36
<b>DUE DATE</b>	10/10/18
<b>AMOUNT DUE ON OR BEFORE 10/10/18</b>	<b>\$247.36</b>
AMOUNT DUE AFTER 10/10/18	\$271.99

IF YOU HAVE ANY QUESTIONS ABOUT YOUR BILL, CALL 763-427-4589

1. Service Address: The address that is being served.
2. Service Dates: Date of billing cycle.
3. Due Date: When the bill needs to be paid to avoid a penalty.
4. Account Number: This is your new account (**Please update your records**)
5. Amount Due: This shows how much you need to pay. A credit balance will have a minus (-) in front.
6. Mailing Address: The address where the bill is being sent.
7. Billing Items: Water base, water usage, sewer base and sewer usage.
8. Chart and History: This will show your water use history.
9. Message Area
10. Remittance: Please return the top portion of your bill with your payment.

To look up your account on Invoice Cloud, you will need account number (box 4) and your street mailing address (box 6). On this example it would be account number **9999** and street mailing address **1234 Main St**