

PENDLETON WATER SUPPLY CORP.

P.O. BOX 100 9675 SPUR 1237

PENDLETON, TEXAS 76564

10-1-25

PAYMENT POLICY

The Pendleton Water Supply Corporation accepts payment for water service by check, money order, cashier's check or automatic bank draft. Online Bill Pay at pendletonwsc.com. No cash will be accepted.

Payments can be made in the water office during regular business hours or left in the drop slot at any time. Payments may also be made by mail to:

P.O. BOX 100

PENDLETON, TEXAS 76564

**PLEASE ALLOW AT LEAST THREE DAYS FOR MAIL DELIVERY**

Credit is given to each account on the day the payment is received. Sufficient payment is due by the 15<sup>th</sup> of each month. A \$12.00 late charge per tap is posted to all accounts with a balance on the 16<sup>th</sup> of each month. (Late charge starts after the days mail is processed.)

Failure to receive a bill does not justify an extension.

Payments will be posted to each specific account. Any overpayment will be posted to the account as a credit to the next month's billing.

Check should be made payable to "Pendleton Water Supply Corp".

If you wish a receipt for any type payment, it will be furnished on request.

Post-dated checks are not permitted. Payments must be ready to be processed the same date that they are written. Please be sure your check has been properly completed.

Pendleton WSC cannot accept any check or money order that has been altered in any way, this includes the amount for which it was written, the person it is payable to or the signature.

Two-party checks are not acceptable. Paychecks cannot be accepted.

All checks returned by the bank for any reason, will have a \$30.00 SERVICE CHARGE per check added to the amount of the check. Payment for the returned check and service charge must be paid by money order or cashiers check. NO CHECKS FROM ANY SOURCE CAN BE ACCEPTED IN PAYMENT OF A RETURNED CHECK. Pendleton WSC must receive the full payment for the check and service charge within a ten (10) day period from the date the bank notified the water office. COSTLY SERVICE TERMINATION CAN OCCUR IF THIS POLICY IS IGNORED.

Any person giving the water corporation TWO (2) checks that are returned from the bank within a SIX MONTH (6) PERIOD will be put on a NO CHECK basis for a period of ONE YEAR from the date of the second check.

Any person giving the water supply more than four (4) returned checks within a twenty-four (24) month period will be put on a NO CHECK BASIS INDEFINITELY.