

DID YOU KNOW?

Capon Bridge Water Department is governed by the rules of the WV Public Service Commission.

Per WV PSC Water Rule 3.3:

- ◆ The “*due date*” is considered the day that the utility mails the bill. This will be the **6th of the month** unless it falls on a weekend, then bills will be mailed out the preceding business day. *Didn't receive your bill? Call our office for your balance before the due date.*
- ◆ The “*latest pay date*” is the last date that the payment can be made without incurring a late payment penalty. This will be the **26th of the month** unless it falls on a weekend, then the latest pay date will be the following business day.
- ◆ Any bill that is not paid within 20 days of the mail date is considered delinquent. Per PSC rules, payments must be received in the office by the “*latest pay date*” to avoid late penalty. Postmark or initiate date are not recognized.
- ◆ For your convenience, payments may be made online at www.townofcaponbridgewv.gov until 11:59 p.m. on the “*latest pay date*” or dropped in our night drop box any time before the office opens on the following business day to be considered timely.
- ◆ Payments made from a bank's online payment system must be received in our office by the “*latest pay date*”. *Consult your bill paying service for their recommended number of days for payments to reach our office. Most check processing centers require a 4-7 business day turnaround time.*

REMINDER: PAY BY 26TH OF MONTH