



North Sagamore Water District Policy for Water Billing and Delinquent Accounts

Approved December 19, 2017

Annual Billing Schedule

Date	Action
January 15	Semi- annual bills mailed for usage from July 1 to December 31
February 22	30 day past due reminder mailed
March 15	60 day delinquent account notice (certified mail)
July 15	Semi-annual bills mailed for usage from January 1 to June 30
August 22	30 day past due reminder mailed
September 15	60 day delinquent account notice (certified mail)
October 15	Final Delinquent notice of tax lien hand delivered and mailed
October 31	Tax lien placed on delinquent accounts meeting criteria

If any of these dates fall on a weekend or holiday, the bill or notice will be scheduled to be mailed the next business day the office is open.

Payment Plans - Agreements for payment plans may be made with District staff, however payment plans made for the January 15 bill must be paid in full by May 31 and payment plans made for the July 15 bill must be paid in full by October 24 each year.

Certified Letters – All customers with outstanding balances more than 60 days past due and balances greater than \$30.00 will receive a certified letter and certified letter fee of \$30.00.

Tax Lien – Customers with past due balances equaling more than \$250.00 or have not paid their bill in full within 2 billing cycles will be put in tax lien by the North Sagamore Water District. The District will charge a \$50.00 fee for this action. Any charges levied by the Town of Bourne or Town of Sandwich to the North Sagamore Water District for placing the lien on a property, will also be the responsibility of the customer and charged to their account.

As of January 1, 2018, The North Sagamore Water District Board of Water Commissioners will use the tax lien system in lieu of non-payment water service turn offs.

Any requests for variances or relief from this policy must be made in writing to the North Sagamore Water District Board of Water Commissioners.