**DUNCAN TOWNSHIP WASTE WATER
DUNCAN TOWNSHIP MUNICIPAL WATER AUTHORITY
PAST DUE POLICY
EFFECTIVE JANUARY 1, 2016**

Payment is due by the 20th of each month in full for each customer’s waste water account and by the 20th of the month following each quarter end for each customer’s water account.

**Waste Water** accounts which are past due on the 21st day and have a balance of $90.00 are subject to water service disconnection 10 days after that date and will receive a 10 Day Notice of Disconnection letter.

**Water** accounts which are past due on the 21st day of the second month following the end of a quarter are subject to water service disconnection 10 days after that date and will receive a 10 Day Notice of Disconnection letter.

There will be a $50.00 disconnection fee.

 The full past due balance, including the disconnection fee, must be paid before service will be restored. Guaranteed funds or other payment types may be required depending on payment history.

Payment plans may be arranged but will be at the discretion of the Supervisors or the Water Authority based on existing policies and the customer’s account history and will not exceed a three month period.