

**Public Water Supply District #3 of Johnson County
Policy and Procedures**

Policy / Procedure number: 2017 - 001

Subject: Returned Payments

Approval Date: June 20, 2017

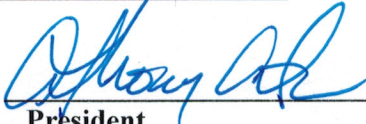
Revision Date:

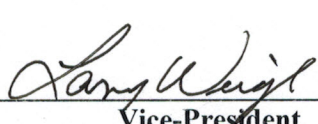
Replaces Policy: 2015 - 001

POLICY: Any returned payment is subject to the current published Payment Recovery Fee. Payment will be required for the amount of the returned payment and applicable fee within ten (10) days or less. Payment must be received by PWSD #3 by the due date or the applicable fees will apply. Failure to pay the returned payment amount and fees within 10 days will result in disconnection of service. The current published service fee will apply if service is disconnected, due to non-payment.

PROCEDURE: When a payment is returned, an invoice and letter will be mailed to the customer. All subsequent payments made by the customer will be applied to the returned payment and applicable fees first. If the returned payment and applicable fees are not paid within 10 days the water service will be disconnected until payment has been made. All accounts disconnected due to a returned payment will require all applicable returned payment fees and disconnect fees be paid before service is restored. Disconnection for returned payments on past due balances will occur immediately. The District will not wait the 10 day notification period.

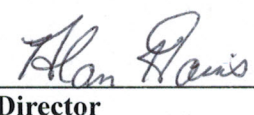
FINAL APPROVAL
BOARD OF DIRECTORS

By: 
President

By: 
Vice-President

Date: 07/18/2017

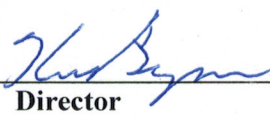
Date: 7/18/17


By: 
Director

By: 
Director

Date: 7-18-17

Date: 7/18/17

By: 
Director

By: 
District Clerk

Date: 7-18-17

Date: 7/18/17