

NOTICE OF CHANGES TO INVOICING WATER/SEWER CUSTOMERS

Dear Water/Sewer Customer:

Please be advised that we will be using a new invoice format beginning with your January 15th, 2024 water/sewer bill.

What will change:

The water/sewer usage bill will now be mailed to you on a regular 8 ½ x 11 sheet of paper in a #10 envelope. We will no longer be mailing utility bills on postcards.

Should you have any questions upon receiving your January 15th invoice, we kindly ask that you **contact our Utility Biller, Kathy Bacon. She is in the office Tuesdays, Wednesdays & Fridays 8:00 a.m. – 4:30 p.m.**

What will not change:

- Your billing cycle will remain on a quarterly basis.
- Your invoice date will still be the 15th day of the month following the end of the quarter, and payment will still be due on the 15th day of the month following the invoice date as follows:
 - 1st Qtr – Mailed April 15th, Due by May 15th
 - 2nd Qtr – Mailed July 15th, Due by August 15th
 - 3rd Qtr – Mailed October 15th, Due by September 15th
 - 4th Qtr – Mailed January 15th, Due by February 15th
- The payment remittance name and address remain St. Clair Township, 1539 S. Bartlett Rd. St. Clair, MI 48079.

Sincerely,

Kathy Bacon, Utility Billing – St. Clair Township

810-329-9042 x 203

Email: utilitybilling@stclairtwp.org

Website: www.stclairtwp.org

We value your customer experience. For questions, concerns, or to address an immediate issue, please contact us immediately.