

Understand your City of Melville Utility Bill

1. Utility account number and service address
2. Date range for the billing cycle. Utility billing cycles are once every two months (Commercial accounts have the option to have monthly billing)
3. Mailing address. Please inform us if any changes to your address are required
4. Billing code E01 is the fee for the Environmental/Recycling location located in the City
5. Billing code G01 is the fee for residential garbage collection (once per week) and applicable landfill fees
6. Billing code S01 is the fee for sewer usage. This fee is a percentage of water consumption
7. Billing code W21 is the calculated rate for water consumption for the meter reading listed and is charged at the rate applicable in the Water Charges Bylaw.
8. Billing code UTSUR is the Infrastructure levy
9. Billing code W45 is the base water rate for all active accounts. This rate does not include any consumption
10. Billing code S04 is the base sewer rate for all active accounts. This rate does not include any consumption
11. Important messages regarding your account
12. For customers on our pre-authorized payment option, payment will be withdrawn from your account on the date you specified
13. Amount due includes the current levy as well as any unpaid balances carried forward from previous billing cycles

If you have any questions or require any additional information please contact our Water Billing Department at (306) 728-6850



City of Melville
BOX 1240: 430 MAIN STREET
MELVILLE SK S0A 2P0
Phone: (306) 728-6840
Fax: (306) 728-5911

Bi-Monthly (8) Utilities Invoice

1 Account #: 012 3456789 012
 Service Address: 123 SAMPLE ADDRESS

2 Billing Date: 31-Jan-2018 Bill From: 01-Jan-2018
 Batch #: 2018011002 Bill To: 28-Feb-2018

Due Date : 31-Mar-2018

3 SAMPLE, BILL
 123 SAMPLE ADDRESS
 MELVILLE SK S0A 2P0

Pre-Authorized Payment Plan

Account Balance \$	240.01
PAP Amt to be Withdrawn \$	240.01
Total Due \$	0.00

Please detach and return top portion with payment. Retain bottom portion for your records.

Account #: 012 3456789 012
 Service Address: 123 SAMPLE ADDRESS

Billing Date: 31-Jan-2018 Bill From: 01-Jan-2018
 Batch #: 2018011002 Bill To: 28-Feb-2018

Account Details From: 31-Jan-2018

Code	Description	Date	Units	Amount
Balance Forward As Of: 31-Jan-2018				
-25.00				
01 E01	4 Environmental/Recycling Levy @ \$4.50/month	31/01/18	1.00	9.00
01 G01	5 Garbage Pickup - 1/week @ \$15.00/month	31/01/18	1.00	30.00
01 S01	6 Sewer Usage @ 51.4% of Water Usage	31/01/18	1.00	24.63
01 W21	7 Residential Water Usage @ \$2.396/Cubic Meter	31/01/18	1.00	47.92
01234567	15/02/18 Current Reading: 21.00	Prev. Reading: 1.00	Consumption: 20.00 Cubic Meters	
01 UTSUR	8 Infrastructure Levy @ \$23.12/month	31/01/18	1.00	46.24
01 W45	9 Res. Base Water Rate @ \$44.03/month	31/01/18	1.00	88.06
01 S04	10 Base Sewer Rate @ \$9.58/month	31/01/18	1.00	19.16
Current Levy				265.01

11 **IMPORTANT NOTES**

Any amount owing after the due date shall be subject to the non-payment procedure as per Bylaw No. 17/2017. The due date applies to current charges only, not overdue balance forward amounts. If you want to sign up for Pre-Authorized Payments and/or e-Billing, and have not done so, inquire at our office. Our office hours are 9:00 am to 4:00 pm Monday to Friday. Utility Billing Department (306) 728-6850

12 **Pre-Authorized Payment Plan**
 Amount due will be automatically withdrawn from your bank account on your payment date.

13 Account Balance \$ **240.01**

PAP Amt to be Withdrawn \$ **240.01**

Total Due \$ **0.00**

Due Date : 31-Mar-2018

Account #: 012 3456789 012

SAMPLE, BILL
 123 SAMPLE ADDRESS
 MELVILLE SK S0A 2P0

Page : 1