

How to Read Your Utility Bill

A. Account Number – A unique identifier assigned to the account.

B. Service Address – The location where utility services are provided. This may differ from the mailing address.

C. Service Period – The date range for the services being billed.

D. Billing Date – The date the bill was generated.

E. Meter Reading –

- a. **Serial Number** – The unique identifier for the meter.
- b. **Previous Reading/Current Reading Date** – The dates when the meter was read.
- c. **Reading** – The recorded consumption reading from the meter.
- d. **Consumption (CONS)** – The total amount of water used during the billing cycle.

F. Customer Name & Address – The name and mailing address on file for the account. This may differ from the service address.

G. Special Message – A section for important customer notifications, if applicable.

H. Current Charges – A detailed breakdown of the charges for the current billing period.

I. Bill Summary – A summary of account activity.

J. Total Amount Due – The total balance owed on the account.

K. Usage History – A bar graph displaying water usage over the past 12 months.

L. Amount Due – The amount required for payment by the due date.

M. Payment Coupon – A detachable portion of the bill to include with a mailed payment.

N. Amount Enclosed – The amount the customer is paying.

O. Billing Address – The address to use when mailing a payment.

Questions about your bill? Call our office at
(801) 789-6609.

