

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.

