




# HIGHRIDGE WATER AUTHORITY

## BILLING AND COLLECTIONS POLICY

### Online Bill Payment Service



You can now pay your bill online! Look for the  image on our website's home page to learn about using our online payment service! Go to

[www.highridgewater.org](http://www.highridgewater.org)

For the convenience of our customers, the following payment locations are available. Bills may also be mailed to our office or deposited in the after hours drop box located by the front door.

Highridge Water Authority	17 Maple Avenue Blairsville, PA 15717	724-459-8033
S & T Bank	Armagh Office – E. Philadelphia St Blairsville Offices: Rte. 22 - Resort Plaza & E Market St	800-325-2265
Somerset Trust Co.	New Florence Office – 153 12 <sup>th</sup> Street	
Ameriserv Financial	Seward Office – Rte 711, Roadway Plaza	814-533-5300

### **Highridge Water Authority**

17 Maple Avenue, Blairsville, PA 15717  
(724) 459-8033                      fax: (724) 459-5629  
Outside of 724 area code, Toll-Free: 888-557-4343

**Office Hours: Monday – Friday 9:00 A.M. to 4:00 P.M.**

For after-hours emergencies,  
please call our answering service at 1-800-847-6637

## **BILLING FREQUENCY**

**All residential and small commercial customers are billed on a bi-monthly billing schedule.**

**The meter reading dates for the various billing areas are as follows:**

<b>AREA</b>	<b>BILLING DATE</b>	<b>DUE DATE</b>
<b>Acct #'s beginning with 02-04, 07-11, &amp; 24</b> Torrance, Hillside, West Derry, West Bolivar, Bolivar, Lockport, & Climax	1 <sup>ST</sup> WEEK OF EVEN MONTHS	25 <sup>TH</sup> OF EVEN MONTH
<b>Acct #'s beginning with 01, 06, &amp; 12-18</b> Robb, Seward, Cramer, & Charles <b>St. Clair Twp:</b> Tubmill Rd Area	1 <sup>ST</sup> WEEK OF ODD MONTHS	25 <sup>TH</sup> OF ODD MONTH
<b>Acct #'s beginning with 22, 23, 25, 26 34, &amp; 35</b> <b>East &amp; West Wheatfield Townships:</b> Shellbark Rd, Holiday Lake Area, Fox Rd, West Philadelphia St, & Bill Dick Rd. <b>Derry Township Areas:</b> Brenizer, Cokeville, Pizza Barn Rd, & Willow Run Rd <b>Burrell Twp:</b> Strangford Rd	2 <sup>ND</sup> WEEK OF EVEN MONTHS	30 <sup>TH</sup> OF EVEN MONTHS
<b>Acct #'s beginning with 39-44</b> <b>West Wheatfield Township:</b> Robinson, Rte 259 Area, and Rte 22 Corridor	2 <sup>ND</sup> WEEK OF ODD MONTHS	30 <sup>TH</sup> OF ODD MONTHS
<b>Acct #'s beginning with 27-29, &amp; 45-48</b> <b>East Wheatfield Twp,</b> Armagh Borough: Robindale, Rte 56, & Old Rte 22 <b>Brush Valley:</b> Brush Valley Twp, Buffington Twp & Center Twp	3 <sup>RD</sup> WEEK OF ODD MONTHS	10 <sup>TH</sup> OF EVEN MONTHS

AREA	BILLING DATE	DUE DATE
<p><b>Acct #'s beginning with 30-33 &amp; 50</b>  <b>Derry Twp. Area:</b>            Bairdstown, Rte 22, Stony Run Rd &amp; Sundial Area  <b>Dilltown/ Gas Center Area:</b> Rte 403, Rte 22, Donelson Rd, Stutzman Rd, Moosehill Rd, &amp; County Line Rd</p>	<p>3<sup>RD</sup> WEEK OF EVEN MONTHS</p>	<p>10<sup>TH</sup> OF ODD MONTHS</p>
<p><b>Acct #'s beginning with 62, 65, &amp; 66</b>  <b>Burrell Twp:</b>            Rte 22 Corridor, Old Wm. Penn Highway Area, and Palmertown.</p>	<p>LAST WEEK OF EVEN MONTHS</p>	<p>20<sup>TH</sup> OF ODD MONTHS</p>
<p><b>Acct #'s beginning with 61, 63, 64, &amp; 68</b>  <b>Burrell Twp:</b>            Black Lick, Josephine, Highrise Dr., Shearwood Terrace, Marshall Heights, Blaire Rd., Snyder Ln., and Rte 119 Corridor.</p>	<p>LAST WEEK OF ODD MONTHS</p>	<p>20<sup>TH</sup> OF EVEN MONTH</p>
<p><b>Acct #'s beginning with 55-58</b>  <b>New Florence Borough &amp; St Clair Twp:</b>            Former NFWA customers</p>	<p>LAST WEEK OF ODD MONTHS</p>	<p>15<sup>TH</sup> OF EVEN MONTHS</p>

Even Months: February, April, June, August, October & December  
 Odd Months: January, March, May, July, September & November

## **LATE PAYMENT FEE**

A 10% late payment fee is assessed to the water charge if payment is not received in our office or at an area bank by the due date.

## **COLLECTION POLICY**

Owners and tenants will receive a late notice by U.S. Mail for any bill that remains unpaid by the due date. If payment is not received by date indicated on the late notice, water service will be terminated the following business day.

**Once the water service is terminated, a \$50.00 reconnection fee is also assessed and must be paid before service is restored.**