

## IMPORTANT INFORMATION

**PAPERLESS BILLING:** RECEIVE YOUR MONTHLY LPTSA SEWER BILL BY EMAIL.

BY COMPLETING THE PAPERLESS BILLING FORM ONLINE, THE CUSTOMER AGREES TO HAVE LOWER PROVIDENCE TOWNSHIP SEWER AUTHORITY EMAIL QUARTERLY SEWER BILL(S). CUSTOMER UNDERSTANDS THAT ONLY THE ORIGINAL BILL WILL BE EMAILED AND THAT A PAPER COPY OF PAST DUE NOTICES AND/OR SHUT OFF NOTICES WILL BE SENT.

THE CUSTOMER AGREES TO MAINTAIN A VALID EMAIL ADDRESS AND TO NOTIFY LPTSA OF ANY CHANGES. THE ACCURACY OF THAT EMAIL ADDRESS IS ENTIRELY THE CUSTOMER'S RESPONSIBILITY. THE CUSTOMER SHALL REMAIN FULLY LIABLE FOR ANY BILLS OF WHICH NOTIFICATION HAS BEEN SENT TO THE PREVIOUS EMAIL ADDRESS.

EMAILED BILLS WILL COME FROM "SEWERBILL@LPTSA.ORG". IF YOU DO NOT RECEIVE AN EMAIL BILL, PLEASE CHECK YOUR SPAM FOLDER.

**PAYMENT BY MAIL:** PAYMENTS SHOULD BE MAILED TO **LPTSA OR LOWER PROVIDENCE TWP SEWER AUTHORITY - 20 PARKLANE DRIVE; EAGLEVILLE, PA 19403-1100**. CHECK CAN BE MADE PAYABLE TO LPTSA. BE SURE TO INCLUDE YOUR PAYMENT STUB.

**PAYMENT THROUGH YOUR BANK:** PLEASE NOTE, IF YOU ARE USING A BILL PAYER PROGRAM THROUGH YOUR BANK, THE ACCOUNT NUMBER MUST BE SHOWN ON THE CHECK. BANK CHECKS THAT DO NOT HAVE AN ACCOUNT NUMBER SHOWN ON THE CHECK MAY BE RETURNED. PLEASE CONTACT YOUR BANK FOR THIS SERVICE.

**PAYMENT IN PERSON:** WALK-IN PAYMENTS ARE ACCEPTED AT THE SEWER AUTHORITY OFFICE MONDAY THROUGH FRIDAY, 8:30 AM – 4:30 PM. THE OFFICE IS LOCATED AT 20 PARKLANE DRIVE [TURN LEFT AT THE FIRST DRIVEWAY OFF OF PARKLANE DRIVE AND FOLLOW AROUND TO THE OFFICE].

**AFTER HOURS PAYMENT:** A DROP BOX IS LOCATED AT THE MAIN DOOR OF THE SEWER AUTHORITY OFFICE.

**LATE FEE:** IF PAYMENT IS NOT RECEIVED BY THE DUE DATE, A 10% PENALTY WILL BE APPLIED TO YOUR ACCOUNT THE DAY AFTER THE DUE DATE. FAILURE TO RECEIVE YOUR BILL DOES NOT RELIEVE YOU OF YOUR OBLIGATION TO PAY, NOR WAIVE CUSTOMER OF PAYING PENALTY.

**DELINQUENCY:** DELINQUENT SEWER BILLS WILL RESULT IN WATER SHUT OFF AND/OR PROPERTY LIENS. WATER TURN OFF/ON AND PROPERTY LIENS WILL RESULT IN ADDITIONAL FEES CHARGED TO YOUR ACCOUNT.

**RETURN CHECK:** A FEE OF \$25.00 PLUS ANY FEE CHARGED TO THE AUTHORITY BY THE BANK WILL BE CHARGED TO YOUR ACCOUNT FOR ANY RETURN CHECK.

**NOTICE:** THE DISCHARGING OF ANY STORM WATER, SURFACE WATER, SPRING WATER, GROUND WATER, ROOF RUNOFF, SUBSURFACE DRAINAGE, BUILDING FOUNDATION DRAINAGE, CELLAR DRAINAGE, OR DRAINAGE FROM ROOF LEADER CONNECTIONS INTO THE SANITARY SEWER IS PROHIBITED AND SUBJECT TO A MINIMUM FINE OF \$100.00 AND A MAXIMUM FINE OF \$300.00. EACH DAY A VIOLATION CONTINUES IS DEEMED A SEPARATE OFFENSE.

**RENTAL PROPERTY:** SEWER BILL WILL BE MAILED TO THE OWNER OF THE PROPERTY, NOT THE TENANT. THIS IS FOR THE OWNER'S PROTECTION AS A DELINQUENT SEWER BILL COULD RESULT IN THE WATER BEING TURNED OFF AND/OR THE PROPERTY LIENED. THE BILL AND ALL ASSOCIATED FEES WILL BECOME THE RESPONSIBILITY OF THE PROPERTY OWNER.

**EMERGENCIES:** FOR SEWER EMERGENCIES AFTER HOURS AND HOLIDAYS ONLY, PLEASE CALL 1-800-379-5712.

**QUESTIONS / CONCERNS:** CONTACT THE SEWER AUTHORITY AT 610-539-6161 OR LPTSEWER@LPTSA.ORG