

# HOW TO READ YOUR UTILITY BILL



**A.** Your account information including your Customer and Account Number, Account Type, Service Address, and Customer (Mailing) Name is clearly displayed in the top right corner of the statement.

**B.** Payment information, including AutoPay and/or Equalized Payment Plan, is located here, in red.

**C.** Details related to your current and previous meter readings can be found here, as well as detailed meter information.

**D.** Track your current water consumption with the graph located here. Compare your current usage to your usage last year and set conservation goals.


**E.** Individual current charges are displayed here. Each type of service is subtotaled.

**F.** This is a message area that is used to display important information each month.

**G.** This is the Total Amount Due, including any past-due charges carried over from previous billing cycles.

**H.** Detach this payment stub and return it with your payment. On this pay stub, you will find your Customer and Account Number, Account Type, Service Address, Bill Date, Invoice Number, Due Date, and Total Due. You can also include a donation to our Helping Hands program in your payment. Checks should be made payable to the City of Toppenish and should always include your Customer Account Number. Please do not staple, tape, or fold your check or pay stub.

**I.** Be sure to check the back of the utility bill for more usage details and other important information.



**CITY OF TOPPENISH**  
21 West First Avenue  
Toppenish, WA 98948  
Office Hours: 8:00 a.m. – 5:00 p.m.  
Monday - Friday

**A** →

ACCOUNT NUMBER	CUSTOMER NAME	
000011	Bob Smith	
SERVICE LOCATION	BILLING DATE	
[REDACTED]	6/25/2023	
TENANT NAME		
SERVICE PERIOD	DUE DATE	TOTAL DUE
5/15/2023 to 6/15/2023	7/1/2023	\$319.92

**B** → **AUTO PAY**

SERVICE	METER	PREVIOUS DATE	PREVIOUS READING	CURRENT DATE	CURRENT READING	CONS.	RTO	DESCRIPTION	AMOUNT
Water	70830016	5/15/2023	3247	6/15/2023	12707	9,460	RDO	WATER-RESIDENTIAL-CVERAGE	\$128.47
								WATER-RESIDENTIAL-INT	\$55.42
								SEWER-RESID-RESIDENTIAL	\$56.51
								Yard Waste-00 Galton	\$15.93
								Garbage-INSIDE/06 GALLON	\$28.90
								Total Current Charges	\$319.92
								Grand Total	\$319.92

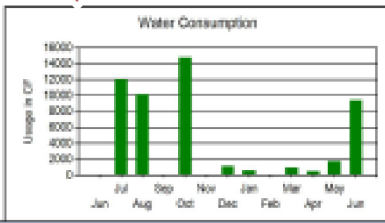
**C** →

Bill is not considered delinquent until the 15th of the month.

**E** →

**G** →

**D** ↓




**F** →

Your account is delinquent if not paid or preauthorized by 5:00 p.m. on the 15th of the month, and a late fee will be charged. Accounts are subject to shut-off if not paid by 5:00 p.m. on the seventh day from Due Date, and an administrative fee will be charged. NSF checks are subject to an additional charge and service will be turned off if unpaid.

For your convenience, there is a Drop Box at the front of City Hall.

**H** →



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DUE DATE	TOTAL DUE
7/1/2023	\$319.92
SERVICE LOCATION	
1 West 1st St	
ACCOUNT NUMBER	AMOUNT ENCLOSED
1079.0	\$

Make Check Payable To:

This stub ensures that your payment is processed accurately.

**I** ↓

BOB SMITH PO BOX  
123 TOPPENISH WA  
98948

**CITY OF TOPPENISH**  
21 West First Avenue  
Toppenish, WA 98948

Find your utility bill information and pay your bill online:  
[www.cityoftoppenish.us/doing-business/city-utility-bills/](http://www.cityoftoppenish.us/doing-business/city-utility-bills/)  
 Call Toppenish City Hall with any questions at  
**(509)865-2080**