



**Berkeley County Public  
Service Sewer District**  
PO Box 944  
Martinsburg, WV 25402

**Berkeley County Public  
Service Water District**  
251 Caperton Blvd  
Martinsburg, WV 25403

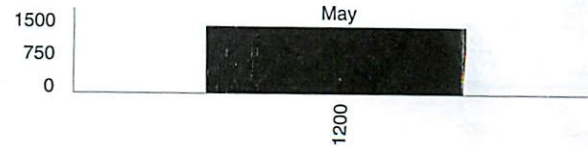


FOR BILLING QUESTIONS CALL  
304-267-4600

FOR PAYMENTS PLEASE CALL: 304-263-8566



**Consumption for the Past 12 Months**



DOUGLAS FORTNEY 11 255  
60 PRAIRIE LN  
MARTINSBURG WV 25404-5691



**ACCOUNT NUMBER: 3861145-02**  
BILLING DATE: 06/13/2017  
SERVICE ADDRESS: PRAIRIE LN 60/OM 55

TYPE OF SERVICE	METER READINGS FROM TO	TYPE OF READING	METER READING PREVIOUS CURRENT	USAGE GALLONS	BILLED AMOUNT
WATER CHARGE	05/04/2017 05/31/2017	Actual	3611 3623	1200	19.71
SEWER CHARGE					20.52
SEWER CHARGE CHESAPEAKE BAY UPGRADE					6.98

Berkeley County's updated Stormwater Management Plan is available for review /comments at [bcpsd.org/stormwater-management/](http://bcpsd.org/stormwater-management/)

Your annual water quality report is available at: [www.berkeleywater.org/CCR.pdf](http://www.berkeleywater.org/CCR.pdf)

Districtwide fire hydrant flushing to take place April through September.

Visit [www.berkeleywater.org](http://www.berkeleywater.org) or call 304-267-4600 for additional information.

**Current Charges will be Delinquent after 4:30 pm on July 5, 2017 and a 10% Penalty will be added to the Account.**  
**Water and Sewer offices will be closed June 20 for WV Day and July 4 for Independence Day.**

Current Charges	\$47.21	Total account balance due upon receipt and will be delinquent after 4:30 PM on 07/05/2017.
Previous Account Balance	\$0.00	
Total Account Balance	\$47.21	

TO ENSURE PROPER CREDIT, DETACH AND ENCLOSE THIS PORTION WITH YOUR PAYMENT



ACCOUNT NUMBER	3861145-02
CUSTOMER NAME	DOUGLAS FORTNEY
SERVICE ADDRESS	PRAIRIE LN 60/OM 55
TOTAL ACCOUNT BALANCE	\$47.21
AMOUNT PAID	

- PLEASE CHECK BOX IF CORRECTIONS ARE INDICATED ON REVERSE SIDE
- PLEASE CHECK BOX IF YOU HAVE AUTHORIZED AUTOMATIC PAYMENT DEDUCTION ON REVERSE SIDE

Make Checks Payable to:

**BERKELEY COUNTY PUBLIC SERVICE  
SEWER DISTRICT**  
PO BOX 944  
MARTINSBURG WV 25402-0944



BILLING DATE: 06/13/2017

## PAYMENT OPTIONS

Mail Checks and Payment Stub to:	Pay in Person	Automatic Deduction	Internet Payments
BCPSSD PO BOX 944 MARTINSBURG, WV 25402-0944	65 DISTRICT WAY OR 251 CAPERTON BLVD MARTINSBURG, WV PAY BY CHECK, CASH, MONEY ORDER, DEBIT OR CREDIT CARD (VISA OR MC)	FROM CHECKING ACCOUNT ON OR ABOUT THE 30TH OF THE MONTH  FILL OUT AUTO PAY AUTHORIZATION BELOW	PAYMENT BY CREDIT OR DEBIT CARD AT <a href="http://BCPSSD.COM">BCPSSD.COM</a> OR <a href="http://BERKELEYWATER.ORG">BERKELEYWATER.ORG</a> LOG ONTO EITHER SITE TO "GO GREEN"  CALL YOUR BANK FOR DETAILS ABOUT PAYING AT YOUR BANK WEBSITE
Night drop box located at front entrance 65 DISTRICT WAY	OFFICE HOURS MONDAY – FRIDAY 8:00 AM – 4:30PM Water Emergency Call 304-267-4600      Sewer Emergency Call 304-263-8566		
RATES AND LEAKAGE ADJUSTMENT POLICY AVAILABLE UPON REQUEST			





### IMPORTANT INFORMATION

- Vacant properties are issued a sewer bill where service is available.
- Avoid the late charge – Pay the amount due no later than the due date to avoid a 10% penalty assessed on current charges.
- Account is considered paid when payment is received in the BCPSSD or BCPSWD Offices. BCPSSD and BCPSWD are not responsible for mail service or electronic transactions.
- Failure to receive a bill does not relieve responsibility for payment when due.
- There is a \$20.00 charge for checks/ACH returned from a bank for any reason. The charge will be applied to the customer's account.

### DELINQUENT ACCOUNT INFORMATION

- A Delinquent Notice will be mailed to the delinquent customer if the amount due on the account has not been paid in full. **PLEASE DO NOT DISREGARD THE DELINQUENT NOTICE. FAILURE TO PAY PAST DUE BALANCES MAY RESULT IN ADDITIONAL FEES AND DISCONNECTION OF WATER SERVICE.**
- Termination of Water Service – If the water service to a delinquent property is terminated the delinquent account balance, disconnect, reconnect, and administrative fees must be PAID IN FULL before water service is restored. Water service may not be restored the same day it has been terminated.
- Once water service is disconnected, all charges, fees, and, if needed, a security deposit must be paid before service will be restored.

These utilities are regulated by the Public Service Commission of West Virginia.  
 Public Service Commission of West Virginia  
 201 Brooks Street  
 P.O. Box 812  
 Charleston, WV 25323  
 Phone: 1-304-340-0300 or 1-800-344-5113

LEAK THRU FOLLOWING DIA. AT 60 PSI		WASTE PER MONTH
	1/4"	339,833
	1/8"	98,667
	1/16"	24,667
	1/32"	6,167

**For change of address or to authorize auto pay for your bill fill out the information below.**

#### BERKELEY COUNTY PUBLIC SERVICE SEWER AND WATER DISTRICTS - AUTO PAY AUTHORIZATION

Please complete and return this form if you want your payments to be automatically deducted from your designated account. **PLEASE PROVIDE A VOIDED CHECK FOR OUR RECORDS. \*\*\*ACH WILL BEGIN WITH YOUR NEXT BILL.\*\*\***

#### FINANCIAL INSTITUTION INFORMATION

Bank Name \_\_\_\_\_

Bank Telephone Number \_\_\_\_\_ Bank Address \_\_\_\_\_

Bank Account Number \_\_\_\_\_ Bank Routing Number \_\_\_\_\_

I \_\_\_\_\_ (account holder) authorize BCPSSD and BPSWD to instruct my financial institution to automatically deduct my water and sewer bill payments on or about the 30th of the month from my designated account. I will notify BCPSSD and BCPSWD in writing if I would like to discontinue this service.

(please print)

Signature (account holder) \_\_\_\_\_ Date \_\_\_\_\_

#### CHANGE OF ADDRESS INFORMATION ONLY

New Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_