

## POLICY FOR "NSF" PAYMENTS

It is the policy of Greater Ward One Waterworks to handle "NSF payments as follows:

If a "NSF" is received on a bank draft:

- Your account will be assessed a fee of \$25.00.
- A "NSF" payment must be paid by Cash, Money Order, or Debit/Credit Card. Cards will be charged a 3.5% convenience fee. Checks will not be accepted.
- The full account payment is due, plus a \$25.00 "NSF" fee.
- Your account will be removed from future automatic bank drafts.

If a "NSF" is a check.

- Your account will be assessed a fee of \$25.00.
- A "NSF" payment must be paid by Cash, Money Order, or Debit/Credit Card. Cards will be charged at 3.5% convenience fee. Checks will not be accepted.
- The full account payment is due plus a \$25.00 "NSF fee.
- If a "NSF" check is received as payment on an account subject to disconnect after the 20<sup>th</sup> of the month, your service will be disconnected. Added to the cost of the "NSF" fee, will be a \$25.00 reconnect fee.

**All "NSF payments and applicable fees must be paid by cash, money order, or debit/credit card at our office located at 241 Haddox Road, Ruston, LA 71270 in order to continue service or reinstate disconnected service. None of the applicable fees may be added to the following month's billing.**

Greater Ward One Waterworks will permanently disconnect and refuse service to anyone in which four (4) "NSF" checks are received as payment on account within a twelve (12) month period.

This policy was adopted by the Board of Commissioners for Greater Ward One Waterworks on November 7, 2022.