



UPPER BLACKSTONE

WATER POLLUTION ABATEMENT DISTRICT

Bill Collection Policy

This policy is intended to assure payment of past due Accounts Receivable amounts.

All bills that are sent out to clients will show the amount currently due, any past due amounts, and the total amount due. In order to assure timely payment of bills, the District Accountant will review receivables on a monthly basis.

For amounts 60-days past due, the District Accountant will call the client and request payment. The District Accountant will check to assure that the client has received the bill and there are no questions related to it. Payment within fifteen days will be arranged and the Finance Manager will be informed at this time.

If payment is not received within the fifteen days, the Finance Manager will send written notification of the amount in arrears. This notification will state potential application of interest charges and report to the Plant Manager to begin the process of revoking discharge privileges.

For the next billing cycle (amount due is now in arrears 90 days), the Plant Manager will follow-up with the client. The Plant Manager will review the account with the Director and will inform the client that his discharge privileges have been revoked.

Pending outcome of these actions, the District's attorney will be notified of the nonpayment. The attorney will issue a certified letter to the client demanding payment of all unpaid amounts, plus accrued interest. Should payment not be received within six months of the original due date, the delinquent receivable will be turned over to a collection agency.

This is a guideline and "case by case" basis will be considered.