City of Dixon Water Department
Utility Billing Explanation

This billing format has been developed to provide our citizens with an easier to read and understand bill.

There are many benefits to this format; clearer explanation of your charges, larger type, and a mailer envelope to make mailing your payment as convenient as possible.

To remit your payment by mail, please detach the bottom portion of this bill and return it with your payment in the envelope. Your standard-sized check and the bottom portion of this bill will fit in the envelope without difficulty.

If you have any questions regarding your bill or the billing format, please call the Water Department at [phone number].

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1. **MESSAGE CENTER:** Be sure to refer to this area of your bill. It will contain important notices and information about City services, activities and events.

2. **BILL DATE:** The day your bill was prepared and mailed to you.

3. **ACCOUNT NUMBER:** Please include your account number when paying by check or on any other correspondence.

4. **SERVICE ADDRESS:** The address that receives the water and sewer service.

5. **READING DATE:** The day your meter was physically read.

6. **USAGE:** This section shows your usage in 100 cubic feet.

7. **ESTIMATED or ACTUAL:** Depending on whether your meter was read by the City for this billing period or estimated from previous period reading.

8. **CURRENT CHARGES:** Itemized charges for current billing period with total listed below.

9. **TOTAL AMOUNT DUE**