

TOWN OF COVENTRY, RHODE ISLAND
IMPORTANT*PLEASE READ***INSTRUCTIONS & INFORMATION**

Sewer use charges are a current year estimated bill based on 90% of the prior year's water consumption. If you tied in this year, your use bill will be calculated from the date you tied into the sewer line. Both COVENTRY & WEST WARWICK have a MINIMUM ANNUAL CONSUMPTION of 3800 cu. ft., to be billed, even if the property is vacant.

Current Sewer use fees can be paid in four equal installments unless the total is under \$100, which must be paid in full by October 31st.

The charges, listed on this bill, are for general treatment facility operations, the Coventry/West Warwick Sewer Line and Capital replacement. The three main fees are broken down between Coventry & West Warwick (billed by Coventry) and are listed below.

1. Cov-Sewer Use and/or Cov Minimum Use
2. West Warwick Fee and/or WW Minimum Use
3. Sewer Use billing adj/West Warwick billing adj (If applicable) - charges for prior year unbilled usage and/or adj to current year prorated usage. This fee is based on the billing criteria for the period not billed x the applicable Rate and is a one-time Adjustment Line item.

Taxpayers with a DEDUCT METER-reminders for meter reads/pics of meters, are mailed December of each year. Readings should be returned to the Tax Collector's office by January 15th or you can email a picture of your meter to taxcollector@coventryri.gov at any time on/before January 15th.

If you have sold the property or if the property listed is not yours, please notify the Tax Collector's office immediately. If you have additional water meters for which a Sewer Use bill should be issued but has not been, it is YOUR responsibility to inform the Tax Collector's office as well. Interest and penalties may apply once the meter is discovered. Tel. #822-9167

****If you wish to appeal this bill**, you must do so in the tax year billed, by December 15th. Payments should still be made according to due dates.

Due Dates:

Current bill 1st quarter total plus any prior balances owed are due and payable by OCTOBER 15th. There is a grace period until OCTOBER 31ST. The 2nd quarter is due on or before JANUARY 15th; the 3rd quarter is due on or before APRIL 15th; the final quarter is due on or before JULY 15th.

Payments must be received in the Tax Collector's Office on or before each due date. Late payments shall be charged a penalty of 18 % per annum or 1.5% per month, reverting back to the first due date or the last date on which interest was paid, on the unpaid balance.

How to make Payments

MAKE CHECK PAYABLE TO: Coventry Tax Collector-Sewer

BY MAIL OR PLACE IN DROP BOX: Detach the appropriate numbered stub and enclose with check OR reference: Sewer Use- Acct # & Location on check.

IN PERSON AT THE TAX COLLECTOR'S OFFICE with Check, Cash or Charge Card: Bring in this entire bill when making a full or quarterly payment.

Via the internet WITH A CREDIT CARD or E-CHECK @ coventryri.gov. Go to Tax Collector under Departments. There is a 3% fee (minimum fee \$2.00) for Credit Card transactions or a \$1.50 per check with E-Check transactions, fees will be added to the payment. The Town of Coventry receives no portion of service fees charged for credit card or E-Check transactions.

ACH: Sewer Use Fees can be deducted automatically from either your checking or savings account on each quarterly due date. The form to sign up is on the Tax Collector's page on the Town Web Site. Please note that in order to participate for an upcoming quarter, completed paperwork must be received 7 days prior to the due date.

**ANY CHECK RETURNED FOR INSUFFICIENT FUNDS
WILL RECEIVE A \$30.00 SERVICE CHARGE.**