



March 18, 2011

Dear Property Owner:

We are pleased to again offer you a different way to pay for your sewer charges. Currently sewer charges are billed quarterly in arrears. Many residents have inquired about being able to pay in advance. The City of Westlake is now offering a discount for those residents who pay a full year in advance. The new billing cycle will be from July 1st to June 30th, payable by July 31st. Those residents who pay for the upcoming year by July 31 will receive a \$5.00 discount on their annual sewer charges.

If you wish to participate in this new program and convert your quarterly billing to an annual billing, please **fill out the form below and return it to City Hall by June 15th, 2011.** We will set up your account to be billed annually. You will receive your June 30th bill showing the normal arrear charges for April 1 – June 30, 2011 and also the new annual charges for the upcoming year. The new charge will reflect the discount. After the June 30th billing you will not receive another bill until June 30th of next year.

This new method of sewer billing is optional. If you choose not to participate in the annual billings, your sewer account will continue to be billed quarterly at the end of each quarter. If you have any questions, please feel free to call City Hall at 440-871-3300.

Sincerely,

Prashant Shah
Director of Finance

Account #: _____
Name: _____
Address: _____

I wish to participate in the City of Westlake Annual Sewer Billing Program. I understand that I will only receive a sewer bill once per year on June 30th.

Signature: _____
Date: _____

Please return form by June 15, 2011 via:

1. Mail: City of Westlake, Attn: Finance/Sewer Billing, 27700 Hilliard Blvd. Westlake, Ohio 44145
2. Email: billing@cityofwestlake.org
3. Fax: 440-617-4284