

MAYBELL SANITATION ONLINE PAYMENT INSTRUCTIONS

LOG ONTO MOFFAT COUNTY WEBSITE AT : WWW.COLORADO.GOV/MOFFATCOUNTY

SELECT FROM BAND ACROSS THE TOP: I WANT TO

SELECT FROM LIST: PAY FOR- MAYBELL SANITATION

This will bring up a screen which you will have to enter the Customer Name- the name listed on your Maybell Sanitation invoice . Enter the amount you choose to pay in the “Price Box”. Then choose continue to make your payment.

The next screen is the Transaction Summary. Check to make sure everything is correct. If you need to change something, click on Edit. If everything is correct, click on Checkout.

This screen will give you your total, including fees. You may choose either:

MANUALLY ENTER A CREDIT/DEBIT or ELECTRONIC CHECK :

Transaction Fees

Credit/Debit Card -Transaction amount + \$.75 x 2.25%

(example \$75.00 + .75 x 2.25% = \$77.46

Electronic Check is flat fee of \$1.00

If you choose **MANUALLY ENTER A CREDIT CARD** it will bring up a screen that asks you several questions:

Card Type: Choose the drop down box and select your card type: American Express, Mastercard, Visa, Discover

Card number: Enter all the numbers shown on your card.

Expiration date: Enter the expiration date shown on the card with the format on the screen, then choose continue, or cancel if you decide not to complete the transaction.

Account holder information: the next tab will ask you for card information, as it appears on the account you are using to make your payment.

After you have entered the information continue to the next area which will ask you to verify your information and ask you to either agree/continue or disagree/exit.

If you agree/continue, it will the process payment and bring up a screen that will give you the option of downloading or printing the receipt.

You may exit once you have finished with the printing or downloading the receipt.

(CONTINUED ON BACK PAGE-PLEASE TURN OVER THIS PAGE)

**MAYBELL WASTE WATER TREATMENT FACILITY (MWWTF)
BILLING & DELIQUENCY POLICY
AS OF 4/01/2018**

Due to reduced staffing, we will be billing quarterly starting 4/1/2018. You still will have the option to pay monthly and late charges will not be applied as long as amount due for the quarter is satisfied by the due date. Please see Billing and Payment Schedule at bottom of this page for billing and payment due dates.

Invoices for MWWTF are billed at the beginning of each quarter to the property owner with a due date of the last day of that quarter.

MWWTF bills are the responsibility of the property owner and can BECOME A LIEN UPON THE PROPERTY SERVED AS SOON AS THEY ARE INCURRED. This is a year round service and is billed accordingly (regardless of whether or not you are occupying the property for the entire year).

When your account is not paid by the due date, the next billing will reflect a \$15.00 late charge. This amount includes interest, attorney fees, and other cost of collections per CRS 34-20-402. The past due amount and late fees are due immediately.

After an account is 90 days delinquent a letter will go out to the property owner requesting payment and a copy will go to the Moffat County Board of County Commissioners. At that time a Lien may be placed on the property per CRS 34-20-420. The late fees will continue until the account is brought current. After 120 days delinquent this account may be referred to a collection agency.

Any charges incurred for the collection of this account will also be added (lien fees, lien release fees, postage, service of documents, copies, etc.) to the delinquent account. A \$20.00 returned check fee will be assessed for any returned checks.

The lien filed with the Clerk & Recorder's Office will be removed when the account is brought current including all fees and late charges.

Billing and Payment Schedule:

Quarter	Months in Quarter	Billed by	Due no later than
1 st Quarter	January-March	2nd week of January	March 31st
2 nd Quarter	April-June	2nd week of April	June 30th
3 rd Quarter	July – September	2nd week of July	September 30th
4 th Quarter	October – December	2nd week of October	December 31st

ELECTRONIC CHECK

If you choose Electronic Check Option, it will take you to a screen asking for your account information.

Account type: has a drop down box so you may choose the correct account type.

It will ask for your routing number and account number. See example below:

The image shows a sample electronic check form with a light blue background and a repeating pattern of small squares. The form includes the following fields and text:

- Top right: "1936"
- Top center: "DATE" with a horizontal line for input.
- Left side: "PAY TO THE ORDER OF" with a horizontal line for input.
- Right side: "\$" followed by a rectangular box for the amount.
- Below the amount box: "DOLLARS" and a small padlock icon with the text "Security Features Details on back".
- Bottom left: "FOR" with a horizontal line for input.
- Bottom center: A MICR line containing the numbers "000000186", "000000529", and "1000".

Routing number

account number

check number

It will ask you to re-enter to confirm your information. Hit continue after entering the routing number & account number.

Account Holder Information: this tab will ask for your account information as it appears on the account you are using to make the payment.

After you have entered the information, continue to the next area which will ask you to verify your information & ask you to either agree/continue or disagree/exit.

If you agree/continue it will process your payment & bring up a screen that will give you the option of downloading or printing your receipt.

You may exit once you have finished with printing or downloading the receipt.

If you need help or have questions, please call the Moffat County Finance Office-970-824-9103.