

Newark Water Collection Department  
P.O. Box 4100  
Newark, Ohio 43055  
740-670-7940  
Time Sensitive Document – Open Immediately!

Current resident  
123 Garfield Ave  
Newark, OH 43055-0000

Customer Number: 1000 Date: August 17, 2012

Service Address: GARFIELD AVE,,123,  
Customer Name: DOE,JOHN  
Customer Address: 123 GARFIELD AVE NEWARK OH 43055-0000  
Scheduled Date for Termination: September 07, 2012

#### Final Notice Before Termination

Water Charges in the amount of \$<NW\_Total\_Amount> are now past due and must be paid in full.

A late charge has been applied to this account. To be excused of this late charge, you must pay this account to a \$0 balance AND sign up to have your future payments deducted automatically from your checking or savings account. To take advantage of this you must make payment before the termination date.

Water service to the above service address will be **terminated on <NW\_Due\_Date>**.

A service charge and deposit charge will be applied on the termination date if the bill has not been paid.

If you wish to avoid termination, or to request a hearing, or wish a more complete explanation of your hearing rights or your rights to assume responsibility for future water charges, please refer to back of this page or contact the water office at the address or phone number provided. The date the payment is received in the Water Office is the date the payment is credited to the customer. If payment is made through the mail the customer should allow 5 working days before due dates or termination dates to prevent additional charges or shutoff of service.

You can view and pay this statement and previous statements by registering at [www.newarkohiowater.net](http://www.newarkohiowater.net). Allow 2 business days for payments made online.

Credit card payments can be made by going to [www.newarkohiowater.net](http://www.newarkohiowater.net) and follow the links to Pay Your Bill Here or 1-800-272-9829 or [www.officialpayments.com](http://www.officialpayments.com). Select option #3 for Local Payments. Jurisdiction Code is 4571. Have your current Customer Number ready. There is a convenience fee for this service.

After the water service termination date, a service charge and deposit charge must be paid. In order to have the water service restored the same day payment is made, the payment must be received in full in our office at the address listed below before 4:00pm. If water service is found to be incorrectly terminated, the service will be restored upon demand without charge.

You may avoid termination by taking one or more of the following actions prior to the scheduled termination date:

- (1) If you personally owe water service charges, which are past due, you should pay the bill in full.
- (2) If you dispute the reason for the proposed termination, in whole or part, you may request a hearing to contest termination. If a hearing is requested before the scheduled date for termination, termination will not take place until the hearing process is complete. If you request a hearing, you have the right to examine Water Department records concerning this service address; to bring a representative to help you at the hearing; and to bring witnesses to testify on your behalf. If you would like to request a hearing, please return the bottom portion of this letter to the Water Department within 5 working days.
- (3) OR, if you are a residential user of water service at the address to be terminated, and if the customer responsible for paying the water bill does not live at your address, you may avoid termination by paying only the current month's water bill, and agreeing to contract for your own water usage in the future.

If you wish to avoid termination, or to request a hearing, or wish a more complete explanation of your hearing rights or your rights to assume responsibility for future water charges, you should immediately contact the Water Office at the address and telephone number listed in this letter between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. You may request a hearing orally or in writing.

**FINAL NOTICE: IF YOU HAVE ANY QUESTIONS OR DISPUTES ABOUT THIS BILL, CALL THE OFFICE OF THE WATER DEPARTMENT AT (740) 670-7940.**

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**I hereby request a hearing to contest the termination of my water service.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Mail this form within 5 working days to:

\_\_\_\_\_  
Address

City of Newark Water Department  
34 S. 5<sup>th</sup> Street  
PO Box 4100  
Newark, Ohio 43058-4100

\_\_\_\_\_  
Telephone Number

Addendum 7