

# **Dix-Kell Water & Sewer Commission**

**100 W. South Street, P.O. BOX 108**

**Dix, IL 62830**

**(618) 266-7701**

**Office Hours: Monday – Friday, 9am to 3pm**

Welcome to Dix-Kell Water & Sewer Commission. Below you will find important information regarding your account.

**To report a water leak, please call (618) 266-7701. (24/7)**

## **Emailing Your Bill:**

To register, go to [www.dixkellwater.com](http://www.dixkellwater.com). Click on “VIEW EBILLS” and follow the instructions to register. This is a free service. You will need your account number and pin number to register. Your pin number is located on the top left area of your water bill.

## **Payment Options:**

- At the office during office hours.
- By dropping your payment in the drop box located on the west side of the building. Please write the name, account #, and address of the account on the outside of the envelope provided in the black mailbox above the drop box.
- Mailing your payment to P.O. BOX 108, Dix, IL 62830
- Paying online at [www.dixkellwater.com](http://www.dixkellwater.com). A convenience fee will be applied.

## **Late Fees:**

10% of your current bill will be added as a late fee if payment is not made before or on the 10<sup>th</sup> of each month. Unpaid bills become delinquent and service is subject to termination if payment is not made before the 20<sup>th</sup> of each month

## **Returned Checks:**

There will be a \$20 insufficient check fee for any returned checks. No personal checks will be accepted for a period of one year. For that year, payment will only be accepted by cash, money order, cashier's check, or through our website [www.dixkellwater.com](http://www.dixkellwater.com).

## **Monthly Board Meeting:**

Monthly board meetings are held the 1<sup>st</sup> Monday of each month at 6pm unless stated otherwise. Any changes will be posted on the office building's door. The monthly board meetings are open to the public.