

Effective immediately, in response to the COVID-19 outbreak, payments for water and sewer bills will only be accepted electronically on our website or by mailing to our Buffalo address only.

**No cash or check payments will be accepted  
at the 1 Lagrange Avenue office in person or by mail.**

**Pay Electronically:** DCWWA is now able to accept your bill payments on-line at our website: [www.dcwwa.org](http://www.dcwwa.org).

**Pay by Mail:** Mail payments to: DCWWA  
Box 8000, Department 232  
Buffalo, NY 14267-0002

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**BIRCH HILL ~ DEC. 2022**

*Sign up for Dutchess Delivery e-mail notifications at [www.DCWWA.org](http://www.DCWWA.org)  
on the System Alerts and Advisories page.*

**YOUR BILL, RATE, & FEE SCHEDULE** – Enclosed is your bill for water service provided to your property for September 2022 through November 2022. Copies of the adopted 2022 rate/fee schedules have been posted on the Authority's website and are available upon request. The DCWWA does not send out Past Due notices. Any amount that is in arrears is added, with late charges, to your next scheduled bill.

**PHONE CALL ALERT SYSTEM** – Please sign up for the phone call alert system so that you can receive Emergency Alerts that require your immediate attention, (such as a Boil Water Notice) in a timelier manner. Send your name, address, phone number, water system, and look-up number to our email address: [DCWWA@dutchessny.gov](mailto:DCWWA@dutchessny.gov)

**MAINTAIN ACCESS TO METER/REMOTE READ HEADS** – Please keep the remote read head area, or meter pit access lid, if applicable, clear in order to facilitate access for our meter readers for inspection. Wires to remote read heads must be protected by the property owner. A penalty is assessed when a meter/remote read head is damaged by the owner's action or negligence. If we are unable to read the outside remote or meter because access to it is encumbered, you may be subject to an Inaccessible Meter Charge. If there is a discrepancy between the inside meter and the remote read head, it is the meter that takes precedence.

**CUSTOMER CORRESPONDENCE** – Please do not send address changes, concerns, or inquiries on your bill payment stub or enclose other correspondence with your payment. Instead, e-mail these issues to [dcwwabilling@dutchessny.gov](mailto:dcwwabilling@dutchessny.gov). Please include your name, daytime phone number, and account look-up number on all your correspondence.

**RULES AND REGULATIONS** – The customer agrees to be bound by the terms of the DCWWA Water/Sewer Rules and Regulations available on our website [www.DCWWA.org](http://www.DCWWA.org) and upon request.

**PAYMENT** – Payment of your water bill should be by check or money order made payable to "Dutchess County Water and Wastewater Authority" or "DCWWA". Please include the top portion of your bill when making your payment and write your **LOOK-UP NUMBER**, on your check/money order. Mail your payment at least **two weeks** prior to the bill due date to ensure on-time delivery. Payments arriving after the due date are considered late and a penalty fee will be charged.

**CLOSINGS** – Please allow five business days to arrange for a closing bill when you sell your home or property since an inside water meter reading is required. Only the current homeowner can call to schedule the closing meter reading and close the account. A realtor or future home buyer cannot request this. To request a closing bill, call (845) 486-3601.

**CONTACT INFORMATION:** Main Number: (845) 486-3601, Mon.–Fri. 9–4pm or [dcwwa@dutchessny.gov](mailto:dcwwa@dutchessny.gov). Billing e-mail: [dcwwabilling@dutchessny.gov](mailto:dcwwabilling@dutchessny.gov). System Operation issues call the Main Number Mon.–Fri 9-4pm or e-mail [dcwwa@dutchessny.gov](mailto:dcwwa@dutchessny.gov). **Emergencies:** contact: Inframark at 845-245-9141. **After 4 pm and weekends:** 845-431-6677.

**IMPORTANT NOTICE: COLLECTION THROUGH TAX BILLS**

The Dutchess County Water and Wastewater Authority is empowered to collect unpaid water/sewer bills through the real property tax collection process. All accounts in arrears as of **October 14, 2022** from the DCWWA **Birch Hill water service** area will be referred to the County property tax collector for inclusion on the January 2023 Real Property tax bill. This applies to the total amount due as of October 14, 2022, including applicable late charges if the payment is received after the due date. An additional late charge of 5 ¼ % of the total balance in arrears will be added. Once the referral of unpaid accounts has been made to the tax collector, those charges will appear on the next property tax bill and may only be paid through the property tax collection process. Please keep your account up to date as the Authority cannot accept and process payment for any delinquent water charges past October 14, 2022. If your payment is received after that date, it will be applied to your next bill.