***Important information regarding the New Paris Conservancy District:***

***The New Paris Conservancy District is not like a normal utility company.***

 ***We are a government entity.***

***We are a non for profit organization.***

***We are governed by the laws of the State of Indiana.***

***We bill a month in arrears; for example the September bill is for August’s usage.***

***We do not meter the sewage.***

***We cannot turn off a sewer.***

***We do not “bill renters”; the bill stays in the name that is on the tax id code i.e. the property owner. It is up to the property owner to collect from their renter.***

***Fifty seven percent of the sewer costs are paid through property taxes. The remaining 43% is billed on a monthly bill.***

***Yearly bills are sent out in December. No monthly bills are mailed. If you would like a monthly reminder of your bill; go to our website at newparisconservancydistrict.com and sign up for online billing. Every month you will receive an email reminder that you have a new bill from NPCD.***

***All bills are due by the 15th of the month.***

***Any payment received after the 15th of the month is charged a 10% penalty.***

***We do not post by the check date, we post by the date postmarked or received in our office***

 ***We are not responsible for the U.S. Mail Delivery, checks in transit and/or checks lost in transit. Failure to receive bill, does not exempt you from payment and/or penalties. The monthly cost for one EDU is currently $32.60.***

***After your payment has been processed; if it is returned by the bank for any reason; a $40.00 fee will be added to your account.***

***NPCD offers online bill pay. To use this service please go to our website at newparisconservancydistrict.com. Go to the online payment tab; it will take you to the PayGov.com website. Note; do not go directly to the PayGov website or your payment will not be posted to your account. Paygov charges $1.00 service fee for any amount up to $33.01; anything over that has a 2% charge added to use this service.***

***You can set NPCD up through the bill pay system with your bank account. Make sure the date to be processed is prior to the 15th and it has your customer account number on your payment. The bank will then forward us payment.***

***Unpaid sewer bills past due ninety days will have a lien placed on the property.***

***After a lien is placed on the property; they are certified at the Elkhart County Auditor’s office.***

***Once a lien is certified on a property; the debt is added to the property taxes under a special assessment on your Elkhart County property tax statement.***

***The certified lien can only be paid at the Elkhart County Treasurer’s office.***

***If there is no payment on the certified lien; the property would be set up for a tax sale through the Elkhart County Sherriff’s department.***

***There is a $40.00 lien filing fee and release fee per occurrence.***

***NPCD’s website is newparisconservancydistrict.com. We encourage you to check out the website for valuable information regarding the District.***

***NPCD can be found on Facebook; at New Paris Conservancy District.***

***The public is welcome to attend the monthly Board meetings. They are held the fourth Tuesday of every month at 6:30 p.m. at the administration building.***

***For new property owners, we encourage you to pick up a New Paris Telephone book. In the front of the book it will guide you through the services recommended for new residents. You can pick one up at New Paris Telephone’s office; or at NPCD’s office.***

***If you have any questions in regards to the above, please contact Diane Smith, Financial Clerk/Secretary for the New Paris Conservancy District at 574/831-6100; Monday, Wednesday or Friday from the hours of nine to four. Tuesday and Thursday the hours are one to five. The fourth Tuesday of the month the office is closed during the day; for the Board meeting that night.***

(dkf - 9/19/02) (rev. 4/22/03) (rev. 4.18.08) (rev. 4.16.2015)(rev. 4.4.22)