

Preston County PSD# 4
PO Box 370
Bruceton Mills WV 26525
304-379-3130
Prestoncountyps4.com

Existing/Past Customer: ☐ If Yes, When ____/____/____ ☐ No, New Customer

Applicant Name: _____

Email: _____ Phone: _____

Driver Licenses #: _____ Date of Birth: _____

Applicant Place of Employment: _____

Applicant Workplace Address: _____ Phone: _____

City _____ State _____ Zip _____

Spouse Name: _____

Email: _____ Phone: _____

Service Address: _____
City _____ Zip _____

Mailing Address (if different): _____
City _____ Zip _____

Service Address has: ☐ Pool ☐ Jacuzzi ☐ Is a Farm

Type of Service: ☐ Residential No. In Household _____

☐ Commercial Type _____

☐ Industrial Type _____

☐ Other Type _____

☐ Rent: Move in date: ____/____/____ ☐ Own: requested start date: ____/____/____ Other _____

New Tap only: EST. Service (line in ft) ____ Do you own up to road? ☐ Yes ☐ No (if no)

Do you have a right of way for utilities in place and can you furnish paperwork? ☐ Yes ☐ No

If Rent: Property Owner's Name: _____

Owner's Address: _____ City: _____ ST: _____

Owners Phone: _____ requested start date: _____

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- ❖ ****For Service Only:** ** I hereby authorize the establishment of service in my name at the above property location and agree to pay for the service until I request a discontinuation in writing. This application is accepted as subject to service availability at this location.
- ❖ ****For New Tap:** ** I hereby authorize the establishment of service in my name at the above property location and agree to pay for the service for a minimum period of thirty-six (36) months after the tap is installed.
- ❖ **I agree to pay** the monthly bill once water is provided to me and service is established in my name.
- ❖ **The due amount** must be paid by the required due date of the 20th of every month. If payment is not made by this date, you may be subject to termination of service.
- ❖ **If service is terminated**, it will only resume after the full balance, including a \$25.00 reconnection fee, has been paid in full.
- ❖ **Returned checks** must be settled by the 20th of the billing cycle in which a notice of the full balance and the returned check fee was mailed. Failure to comply may result in termination of service.
- ❖ **I agree to maintain the meter pit free from any obstructions**, including but not limited to vehicles, objects (such as tires, building supplies, etc.), fencing, or any other obstacles within my control that may prevent PSD #4 from accessing the meter pit. I am aware the meter pit and the hardware contained within are the property of PSD #4.

Name: _____
(PLEASE PRINT)

Applicant's Signature: _____ DATE: _____

Utility Representative: _____

(OFFICE USE ONLY:)

Account No. _____ Seq _____ Meter No. _____

Deposit Amount _____ Tap Fee _____ Payment type _____

Paid on _____ Meter Size _____

Date on _____ Date Off _____ Customer ☐ Termination

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Preston County Office Of Emergency Management
Emergency Notification System (WENS)
(PSD # 4 Notification Form Form)

Account Number	
Last Name	
First Name	
Misc. 1	
Misc. 2	
Misc. 3	
Cell Phone # 1 (Text)	
Cell Phone # 2 (Text)	
Cell Phone # 3 (Text)	
Home Phone # (Voice)	
Cell Phone # 1 (Voice)	
Cell Phone # 2 (Voice)	
E-Mail Address 1	
E-Mail Address 2	
Physical 911 Address	
City	
State	
Zip Code	
Notes:	
<p>Please list all of the ways above that you wish to be notified through. Please list your 911 Physical Address in the Address Row. If you are not sure what your physical address is, contact the Preston County Office of Emergency Management at (304)329-1855. Home Numbers can only receive voice messages, Cell phones can receive voice and text messages.</p> <p>By registering above, you will not receive unsolicited calls. Preston County WV, nor its system vendor sells the contact number database. You will receive important information that pertains to your water supply.</p>	

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Water Rates are available for general, domestic, commercial, and industrial services.

Minimum Charge

The minimum charge for water service is determined by the size of the meter. No bill shall be rendered for less than the following amounts:

5/8" meter	\$ 29.67 per month
3/4" meter	\$ 44.51 per month
1" meter	\$ 74.18 per month
1 ½" meter	\$ 148.35 per month
2" meter	\$ 237.36 per month
3" meter	\$ 474.72 per month
4" meter	\$ 741.75 per month
6" meter	\$ 1,483.50 per month
8" meter	\$ 2,373.60 per month

The billing rate is \$9.89 per 1,000 gal beyond the minimum.

Bills

Payments are due on the 20th of each month. You can make your payment in several convenient ways:

- Online through our website, prestoncountypsd4.com: credit or debit for a fee, bank account is free.
- Phone 304-381-5370: Credit (for a fee), bank account is free.
- In person at our office: Credit (for a fee), check, money order, or exact cash.
- By mailing a check or money order to: PO Box 370, Bruceton Mills, WV 26525.
- Through your bank's bill pay service. Please note that the banks mail a check to us and we do not remove late fees due to postal issues.

Delayed Penalty

A penalty of ten percent (10%) will be added to any unpaid balance after the 20th of every month. (we will not remove late fees for mailing delays or Bank bill pay service delays.)

Tap and Deposit fees

The deposit fee for new and existing meters is \$59.77

The new tap Fee is \$300- nonrefundable.

RECONNECTION \$25.00

Charges will apply whenever the water supply is turned off due to rule violations, nonpayment of bills, or fraudulent water use. Water service will only be restored after all past-due water bills have been fully paid.

RETURNED CHECK CHARGE \$25.00

A \$25.00 service charge will be applied to any customer whose payment is returned by the bank.

Please note that your monthly bill reflects your usage from the previous month.

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*****Please note we use Paystar payment processing services, we are not affiliated with your bank bill pay or DOXO, or any other online platform or third-party. ****

RECEIPT FOR SERVICE AND USER AGGREETMEN

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Utility Representative: _____

Applicant Name: _____

☐ NEW SERVICE

☐ NEW TAP

Deposit Amount _____ Tap Fee _____ Payment type _____

Paid on _____