



City of Brandon

410 9th Street
Brandon, MB R7A 6A2
www.brandon.ca

Utility Invoice

Retain copy for your records.
Duplicate copies will be subject to a fee.

**** REPRINT ****

Account inquiries: 204-729-2262 or water@brandon.ca

Office Hours: 8:30 - 5:00, Monday to Friday

| | | |
|--|---|----------------------------------|
| Account Holder DOE, JOHN E 1 | Service Address 123 ANYWHERE AVE. 2 | Account No. 00000.01 3 |
|--|---|----------------------------------|

Your account number for telephone & Internet banking is **4** 0000001 **5**

Invoice Date: Nov 17, 2023 **6**

Due Date: Dec 1, 2023 **7**

1.28% penalty added per month after due date

| | | | | | | | |
|--|----------------------------|-------------------------------------|------------------------------------|---|-------------------------------|---------------------------------|----------------------------------|
| 8 Billing Period Oct 1, 2023 to Oct 31, 2023 | 9 Days Billed 28 | 10 Previous Reading 34505 | 11 Current Reading 34570 | 12 Consumption 6.5 m ³ | 13 Read Type Actual | 14 Meter No. 12345678 | 15 Invoice No. 0123456 |
|--|----------------------------|-------------------------------------|------------------------------------|---|-------------------------------|---------------------------------|----------------------------------|

| | | | |
|--------------------|--------------|-------------|---------------|
| DESCRIPTION | UNITS | RATE | AMOUNT |
|--------------------|--------------|-------------|---------------|

PREVIOUS BALANCE TOTAL: 16 **\$34.27**

Cash Receipt Mar 1, 2022 **17** 0.0 **-\$34.27**

TRANSACTION HISTORY TOTAL: 18 **-\$34.27**

| | | | |
|---|-----|---------|---------|
| Administrative Service Charge 19 | 0.0 | 0.00000 | \$4.80 |
| Water Consumption 20 | 6.5 | 1.80000 | \$11.70 |
| Chemical Bldg Debt Surcharge 21 | 6.5 | 0.17200 | \$1.12 |
| Water Deficit Recovery 29 | 6.5 | 0.19000 | \$1.24 |
| Wastewater Deficit Recovery 30 | 6.5 | 0.21000 | \$1.37 |
| Wastewater Charge 22 | 6.5 | 1.79000 | \$11.64 |

CURRENT CHARGES TOTAL: 23 **\$31.85**

Total due **24** **\$31.85**

| | |
|--|---|
| Pre-authorized payments are processed on the first banking day of each month 25 | Pre-authorized Payment 26 \$31.85 |
|--|---|

| | | | |
|--------------------------------|--------------------------------------|-------------------------|------------------------|
| Account Holder Doe, John E. | Service Address 123 Anywhere Ave. | Account No. 00000.01 | Invoice No. 0123456 |
|--------------------------------|--------------------------------------|-------------------------|------------------------|

----- Please return this stub with payment -----

Utility Invoice

Due Date: Dec 1, 2023

1.25% penalty added per month after due date

Amount Due: \$31.85

28 **Amount Paid:** DO NOT PAY

27
DOE, JOHN E.
123 ANYWHERE AVE.
BRANDON MB R0R 0R0

If mailing, please specify amount paid on this portion of invoice and enclose with payment.
Please make cheques payable to: City of Brandon, 410 9th Street, Brandon MB R7A 6A2.

- 1. Account Holder** - The primary name on the water account. Multiple names may be on the water account; however only the primary name will appear here.
- 2. Service Address** - Where the water service is provided and the water meter is located.
- 3. Account No.** - Your account number is up to 7 digits long, including 2 digits after the decimal place. Your account number will change if you move to a new residence.
- 4. Messages** - Important communications will be displayed here.
- 5. Telephone & Internet Banking** - This is the number that should be used for setting up telephone or internet banking payments for your water invoices. It will be 7 digits long and will not include the decimal found in your account number. Remember if you move, the number used for telephone & internet banking payments should also be updated to your new number.
- 6. Invoice Date** - The date the invoice was printed.
- 7. Due Date** - Payment due date, payments must be received on or before this date to avoid late penalties. Accounts on pre-authorized payment plans always have their payments withdrawn on the 1st day of month after the INVOICE DATE, regardless of the due date that is printed.
- 8. Billing Period** - The interval of time from the start to the end of the billing cycle.
- 9. Days Billed** - Number of days within the BILLING PERIOD.
- 10. Previous Reading** - The starting meter read from the BILLING PERIOD.
- 11. Current Reading** - The ending meter read from the BILLING PERIOD.
- 12. Consumption** - The property's water usage in cubic meters for the BILLING PERIOD. It is calculated by the difference between the CURRENT READING and PREVIOUS READING factoring the appropriate multiplier. The most common multiplier for water meters is .1 or .001 multiplier.
- 13. Read Type** - The way in which the meter reading was acquired, either actual or staff estimated. Actual reads are either by radio frequency or by visual read. Staff estimated indicates no meter reading was acquired and the meter reading is based on estimated consumption.
- 14. Meter No.** - An 8 digit identifying number unique to each water meter.
- 15. Invoice No.** - A unique number identifying the invoicing document.
- 16. Previous Balance Total** - This is the TOTAL DUE from the previous invoice.
- 17. Transactions** - Includes cash receipts, penalties, adjustments (tap open, temporary services, add to tax), & NSF fees.
- 18. Transaction History Total** - Is equal to the sum of all TRANSACTIONS listed.
- 19. Administrative Service Charge** - A charge approved by the Public Utilities Board to recover various administration expenses of the Utility.
- 20. Water Consumption** - Charges levied based on cubic meter consumption, multiplied by the water rate, which is approved by the Public Utilities Board.
- 21. Chemical Bldg Debt Surcharge** - Charges levied based on cubic meter consumption, multiplied by the Debt Surcharge rate, which is approved by the Public Utility Board.
- 22. Wastewater Charge** - Charges levied based on cubic meter consumption, multiplied by the wastewater rate, which is approved by the Public Utilities Board.
- 23. Current Charges Total** - The sum of the ADMINISTRATIVE SERVICE CHARGE, WATER CONSUMPTION, WASTEWATER CHARGES & any other current charges.
- 24. Total Due** - Amount owing on the account, the sum of the PREVIOUS BALANCE TOTAL, TRANSACTION HISTORY TOTAL & CURRENT CHARGES TOTAL.
- 25. Pre-Authorized Payment Message** - Reminder for accounts on pre-authorized payment plans only. Accounts on pre-authorized payment plans always have their payments withdrawn on the 1st day of month after the INVOICE DATE, regardless of the DUE DATE that is printed.
- 26. Pre-Authorized Payment** - The amount that will be withdrawn on the 1st day of the month after the INVOICE DATE, this only applies to accounts on pre-authorized payment plans.
- 27. Account Holders / Mailing Address** - All account holders on the water account and the mailing address where the invoice will be delivered to. This may be different from the SERVICE ADDRESS.
- 28. Amount Paid** - To be completed by the customer and remitted with mailed payments indicating the payment amount. Accounts on pre-authorized payment plans will display "DO NOT PAY".
- 29. Water Deficit Recovery** - Charges levied based on cubic meter consumption, multiplied by the Water Deficit Rate Rider, which is approved by the Public Utilities Board.
- 30. Wastewater Deficit Recovery** - Charges levied based on cubic meter consumption, multiplied by the Wastewater Deficit Rate Rider, which is approved by the Public Utilities Board.