

Lawson City Utility Payment Procedure and Policy

The City of Lawson Utility Department offers several options of convenient methods to enable our customers to make timely payments of their account:

1. A drop box is located on the left side of the main entrance to City Hall.
2. Lawson Bank accepts and forwards City utility payments for us.
3. If you bank at Lawson Bank, you may sign up with the Lawson Utility department to schedule your statement amount to be taken directly from your account with Lawson Bank. This is called Direct Debit. The bank will debit your account on the 25th of each month. You will receive your Statement marked as "PAID BY BANK". If this Direct Debit does not go through, you will be subject to all procedures and fees as if it were a NSF check.
4. The Utility department is open Mon – Fri, 8:30am – 5:00pm and accepts payments at the window.

The City of Lawson accepts cash, checks, money orders, or cashier checks as forms of payment. We do not accept Credit or Debit cards.

Customer Policy is in place to provide consistency to each and every customer. Our payment policies are as follows: (CITY CODE # 700.160)

1. Payment is due in full on or before the 25th of every month.
2. After the 25th, a 10% percent penalty is applied to all accounts with balances.
3. If the due date of the 25th falls on a weekend or a holiday, all payments received in our On-Site drop box or our Post Office box the following business day will be dated as received on The 25th. All other payments after the 25th are subject to penalties.

Disconnect Policy:

Payments not received before 8:00 AM on the 8th of every month is subject to disconnection. This information is printed on your bill every month and serves as your notice. If your service is Disconnected, a fifty (\$50.00) dollar reconnect fee is due with your full payment to re-establish service.

Reconnection of service after 5pm on the 1st Tuesday of the month is not available. Reconnection of service on any other business day, besides the 1st Tuesday of every month, is not available after 4pm.

Your service may also be discontinued due to Non sufficient funds in your account, causing your check to come back to us. There is an additional \$25.00 returned check fee along with the disconnect fee of \$50.00 and full payment of your account. We will only accept cash, money order or cashier check as payment on this account from this point forward.

