



# COTTONWOOD WATER DISTRICT

**Mailing Address:**  
P.O. Box 2130  
Cottonwood, CA 96022

**Emergency Contact:**  
(530) 941 - 4274  
(530) 209 - 1542

**Office Location:**  
3282 Chestnut St.  
Cottonwood CA, 96022

**Administrative Contact:**  
Phone: (530) 347 - 3472

**Web:** <http://cottonwoodwaterdistrict.org>

**Email:** [apcottonwoodwater@gmail.com](mailto:apcottonwoodwater@gmail.com)

## Application for Water Services:

Date: \_\_\_\_\_

Receipt#: \_\_\_\_\_

Acct#: \_\_\_\_\_

Module#: \_\_\_\_\_

Name for Billing: \_\_\_\_\_

Address for Billing: \_\_\_\_\_

Service Address: \_\_\_\_\_

Telephone # and Email:

Printed Bill: \_\_\_\_\_ or Email bill: \_\_\_\_\_

Employer and work telephone#:

DL# \_\_\_\_\_ SS#: \_\_\_\_\_

**DRIVER'S LICENSE: PLEASE PROVIDE A COPY OR A PHOTO I.D.**

PLEASE CHECK APPROPRIATE BOX: RENTER \_\_\_\_\_ OWNER \_\_\_\_\_

Landlord's name: \_\_\_\_\_

Landlord's telephone or email: \_\_\_\_\_

**WATER TRUST DEPOSIT IS DUE UPON APPLICATION: \$100.00 REQUIRED**

**We accept cash, check, money orders or you can pay with debit/credit card with a fee. See attached form.** CASH \_\_\_\_\_ Check# \_\_\_\_\_ Credit card \_\_\_\_\_

I HEREBY AGREE TO PAY THE WATER BILL MONTHLY, IN ACCORDANCE WITH THE RATES, TERMS, RULES, AND REGULATIONS LEGALLY IN EFFECT, AND ON FILE WITH THE COTTONWOOD WATER DISTRICT OF THE STATE OF CALIFORNIA.

Agreed and Signed By: \_\_\_\_\_

Date of Water Service Requested: \_\_\_\_\_



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## Customer Information: (AUTOPAY FORM)

Name: \_\_\_\_\_

List of Account#('s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Service Address: \_\_\_\_\_

Receive bills by E-mail: YES / NO

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

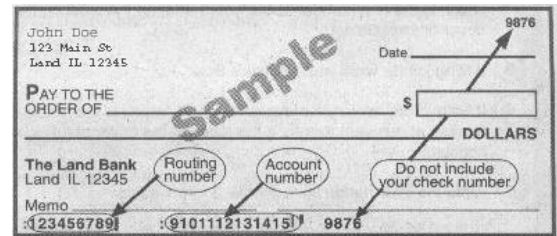
## ACH Bank Draft Payment Sign-up Form:

Bank Name: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_



Account Type (Circle One):    Checking / Savings

Automatic Bank Drafts will be generated on the 7<sup>th</sup> of each month following the billing statement date. If the 7<sup>th</sup> falls on a weekend, it will be the Monday following that date. (Example- if you billing is dated 11/23/20 we will process the payment for this bill on December 7th 2020) You will get a bill for your records only.

I certify that the information above is correct, that I am an authorized signer of designate of the account provided for ACH transactions, and that I am authorized to provide this information.

I authorize COTTONWOOD WATER DISTRICT to deduct my utility payments from this bank account via Electronic Fund Transfer. I understand sending a written notification to COTTONWOOD WATER DISTRICT will revoke this authorization.

COTTONWOOD WATER DISTRICT reserves the right to cancel Electronic Funds Transfer due to insufficient funds without notice.

Printed Authorized Name \_\_\_\_\_

Date: \_\_\_\_\_

# Water Trust Deposit - Credit Card Payment Form

Name: \_\_\_\_\_ Billing Address:

\_\_\_\_\_ Service address:

\_\_\_\_\_ Telephone:

## Authorization

Account#: \_\_\_\_\_  
I hereby authorize a charge in the amount indicated below to be made to my:



Credit card Account #:

\_\_\_\_\_ ExpDate: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**\*\*\*Processing Fees Apply\*\*\***

Charge amount for which account: \$ \_\_\_\_\_

Water Trust deposit

Payment on Account

Hydrant meter Deposit

Capacity

Please return this form along with the new service water application if using a debit or credit card for payment.

Thank you!  
Cottonwood Water District



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## **Billing and Payments- Water Trust Deposits**

We accept local checks, cash, money orders and debit/credit cards. We accept debit/credit cards in the office and online at our website, but there is a \$3.00 processing fee accessed at time of payment for every \$100.00 to be paid ( if bill is \$120.00, \$6.00 fee is charged). You can have your billing automatically drafted or ACH from your checking/savings account. Please fill out the form.

Our website is: [www.cottonwoodwaterdistrict.org](http://www.cottonwoodwaterdistrict.org)

Go to: Pay Utilities

Need Account# and Municipal code is:

**CottonwoodCA022** (case sensitive so make sure you use caps when needed)

Please allow all devices like cell phones and laptops to allow pop-up blockers to our website. If you don't allow it, the payments will not go through. Our merchant gives instructions on how to complete this step.

### **Mail payments to:**

Cottonwood Water District  
P.O. Box 2130  
Cottonwood, CA 96022

Please write your Account # on your payment so it gets applied to the right account.

We also receive payments through Bill pay. You can contact your local bank to get that setup.

## **Water Trust Deposits are required by each customer.**

**Homeowner's:** Upon one year of Good Payment History, your water trust deposit can be refunded per owner's request. Just call the office.

**Renter's:** Upon moving out, your water trust deposit will be refunded, if a forwarding address is provided and final billing will be deducted.

Upon moving from residence, you are required to contact the District office to provide move out date, a forwarding address and make sure we have your current telephone #.

You are responsible for your account, not a property manager, landlord, nor real estate agent is allowed to be in control of your account!

If you do request for a turn off of an account and are issued a deposit refund, the refund will be processed and mailed the following month after the Board meeting which is the second Wednesday of every month. If you have questions, feel free to call.

All final bills issued after account is closed out, is due immediately. This will keep you in good standing to open an future account.

## **Delinquent Accounts:**

Billing is due by the 15<sup>th</sup> of the following month bill is received. You do get the **\$5.00 late fee** but we will pursue accounts that are 60 days past due. Make sure you keep your contact information current, we do make courtesy calls and email delinquent bills before giving door notices. We give a white 3-day door hanger for our first warning. We issue the yellow 24 hour door hanger and then we shut off and lock accounts after that with a white disconnection door hanger. There is a **\$25.00 reconnection fee.**



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## **Billing:**

You will be billed for water service monthly; thus, the water meter will be read the third week of the month. The bills are due and payable on the 15<sup>th</sup> of each month and considered late after the 15<sup>th</sup> of each month. Payments can be made to the District office by mail, in person, or online at [www.cottonwoodwaterdistrict.org](http://www.cottonwoodwaterdistrict.org). The District is currently using a payment portal which is user friendly with a secure device that allows pop-up blocker. You can pay online by e-check or debit/credit card with a \$3.00 processing fee per \$100 made payable to the Cottonwood Water District.

## **Water Equivalents Table:**

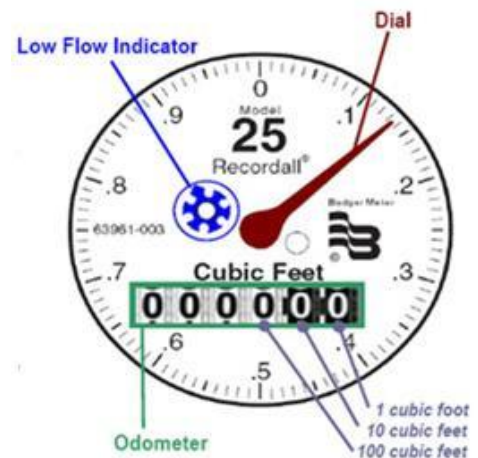
1 Cubic Foot = 7.48 Gallons

100 Cubic Feet = 748 Gallons

Monthly Base Rate = 800 Cubic Feet = 5,984 Gallons

## **Low Flow Indicator (Leak Indicator):**

This small dial will rotate if water is passing through the meter. It is an indication of very small flows that would be visually undetectable. If dial is turning, you may have an undiscovered leak in plumbing system.



## **Procedure for Meter Reading:**

If register lens is dirty, a light wipe with a damp cloth will clear lens for an accurate reading. Always remember to close the register cover after reading meter to avoid exposure to cracking or scratching of lens. One of the most important factors in a correct reading is to note the proper number of digits. Read the meter register from left to right.

## **Office Hours:**

The District is open from 8:30-12:00, closed for lunch and from 12:30-4:30pm Monday through Friday except Holidays. For after-hour emergencies, call 530-941-4274 or 530-941-2641.



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**Administrative Contact:**  
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 Fax: (530) 347 - 0189

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## CUSTOMER USAGE TABLE

Effective: 07/01/2024

**Water Equivalents Table:**

1 Cubic Foot = 7.48 Gallons

100 Cubic Feet = 748 Gallons

Monthly Base Rate = **\$49.00** = 800 Cubic Feet = 5,984 Gallons

Rate per additional 100CF over base: **\$1.40/100CF**

Usage Cubic Feet	Total
800	\$ 49.00
900	\$ 50.40
1000	\$ 51.80
1100	\$ 53.20
1200	\$ 54.60
1300	\$ 56.00
1400	\$ 57.40
1500	\$ 58.80
1600	\$ 60.20
1700	\$ 61.60
1800	\$ 63.00
1900	\$ 64.40
2000	\$ 65.80
2100	\$ 67.20
2200	\$ 68.60
2300	\$ 70.00
2400	\$ 71.40
2500	\$ 72.80
2600	\$ 74.20
2700	\$ 75.60
2800	\$ 77.00
2900	\$ 78.40
3000	\$ 79.80

Usage Cubic Feet	Total
3100	\$ 81.20
3200	\$ 82.60
3300	\$ 84.00
3400	\$ 85.40
3500	\$ 86.80
3600	\$ 88.20
3700	\$ 89.60
3800	\$ 91.00
3900	\$ 92.40
4000	\$ 93.80
4100	\$ 95.20
4200	\$ 96.60
4300	\$ 98.00
4400	\$ 99.40
4500	\$ 100.80
4600	\$ 102.20
4700	\$ 103.60
4800	\$ 105.00
4900	\$ 106.40
5000	\$ 107.80
5100	\$ 109.20
5200	\$ 110.60
5300	\$ 112.00

Usage Cubic Feet	Total
5400	\$ 113.40
5500	\$ 114.80
5600	\$ 116.20
5700	\$ 117.60
5800	\$ 119.00
5900	\$ 120.40
6000	\$ 121.80
6100	\$ 123.20
6200	\$ 124.60
6300	\$ 126.00
6400	\$ 127.40
6500	\$ 128.80
6600	\$ 130.20
6700	\$ 131.60
6800	\$ 133.00
6900	\$ 134.40
7000	\$ 135.80
7100	\$ 137.20
7200	\$ 138.60
7300	\$ 140.00
7400	\$ 141.40
7500	\$ 142.80
7600	\$ 144.20



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## Water Equivalents Table:

Effective: 07/01/2023

1 Cubic Foot = 7.48 Gallons  
100 Cubic Feet = 748 Gallons  
Monthly Base Rate = **\$45.00** = 800 Cubic Feet = 5,984 Gallons  
Rate per additional 100CF over base: **\$1.30/100CF**

## **Additional Consumption Equivalents**



= \$0.03 per case



= \$6.95 per 4,000 gal