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TOWN OF NEW WINDSOR  
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September 13, 2011

Dear Customer:

The next water/sewer billing will reflect the newly adopted rate structure. The Mayor and Council realize that this is a financial burden for all. The Town of New Windsor has decided to offer the following payment options beginning with the October 2011 billing.

1. **Credit Card** Pay with your credit card by accessing the link on the Town of New Windsor website at [www.newwindsor.md.org](http://www.newwindsor.md.org). Customers that utilize this service will be charged a processing fee of \$3.00 per hundred per transaction.
2. **Monthly Installments** Pay your quarterly billing in three monthly installments. You must sign up to utilize this payment option. The agreement form is enclosed and may also be found on the Town website at [www.newwindsor.md.org](http://www.newwindsor.md.org) on both the Utility and Document pages. The form must be completed and returned to the Town Office. Monthly installments are due on the **20<sup>th</sup>** of every month. Please make note of this to avoid late charges as monthly reminders will not be sent.
3. **On-line Payment** Pay utilizing the online services of your financial institution to send a payment to the Town from your checking or savings accounts. In order to

avoid late fees please make sure your institution will be forwarding the payment prior to the cut-off date. This is particularly important for the monthly installment option.

As always, we will work with anyone that has a special circumstance that warrants a different arrangement. Contact the Town Office to speak with someone. The Town staff is always available to answer any questions that you may have at 410 -635-6575 or by email at [info@newwindsormd.org](mailto:info@newwindsormd.org).

Mayor and Town Council