

### **Important Notice to Utility Customers**

Effective immediately, all utility bills paid in cash will be rounded up to the nearest nickel. This change is due to the nationwide penny shortage and ensures accurate cash handling at our office.

If rounding results in a small credit on your account, that credit will automatically roll over and be applied to your next month's utility bill. No action is required on your part.

This rounding policy applies to cash payments only. All electronic payments—including debit, credit, bank draft, and online payments—will continue to be processed to the exact cent.

We appreciate your understanding and cooperation as we implement this necessary adjustment.

Thank you,

Your Utility Department

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- \$X.01 or \$X.02 → Round **UP** to \$X.05
- \$X.03 or \$X.04 → Round **UP** to \$X.05
- \$X.06 or \$X.07 → Round **UP** to \$X.10
- \$X.08 or \$X.09 → Round **UP** to \$X.10

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