**OFFICE MANAGER’S REPORT**

**MAY 15, 2023**

**The Water and Gas Bills were mailed to Constituents on Wednesday, May 10, 2023. Payments are due no later than Friday, May 26, 2023, at 8:30 a.m. Payments may be placed in the Drop Box located on the front door of City Hall.**

**OVER THE PHONE OR ONLINE PAYMENTS**

**You may pay your bill over the phone (1-844-368-1113) or online at** [**www.TownofMasonTN.org**](http://www.TownofMasonTN.org) **by 10:00 p.m. on or before Thursday, May 25, 2023, to prevent late penalties.**

**The penalties for late payments will be added on Friday, May 26, 2023 at**

**8:30 a.m.**

**CUT-OFF LIST/RECONNECT FEES/DISCONNECT FEES**

**IF YOUR NAME APPEARS ON THE CUT-OFF LIST A $50.00 RECONNECT FEE WILL BE ADDED TO YOUR ACCOUNT EVEN IF YOUR WATER/GAS SERVICES ARE NOT DISCONNECTED.**

**ONLINE/OVER THE PHONE PAYMENTS MUST BE MADE BY 10:00 P.M. ON OR BEFORE TUESDAY, JUNE 6, 2023, IN ORDER TO PREVENT A $50.00 RECONNECT FEE.**

**CUT OFFS WILL BE WEDNESDAY, JUNE 7, 2023, AT 8:30 AM**