

# Tate Monroe Water Assn., Inc.

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2599 SR 232 NEW RICHMOND, OHIO 45157  
PHONE: 513-734-2236  
FAX: 513-734-7950

## Lock-Up Policy

The Association regularly mails delinquency notices. Any such notice shall be deemed adequate notification for discontinuance of service to a member's property. It is the policy of the Association to discontinue service after an account is delinquent.

All payments must be received by the end of the business day on the 25<sup>th</sup> of the month the bill is due in order to avoid the Delinquency Processing Fee and may be subject to disconnection. All meters will remain locked until payment is made in full. Once payment is received, service will be restored. If payment is received after the close of business, service will be restored the next business day.

*\*Postmarks will not be accepted on delinquent payments.*

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*"This institution is an equal opportunity provider and employer."*

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).*