

# Understanding Your Bill Card

**BUTLER AREA SEWER AUTHORITY**  
100 LITMAN ROAD, BUTLER, PA 16001-3256  
PAYMENTS MUST BE RECEIVED BY DUE DATE TO AVOID PENALTY  
RETURN TOP STUB WITH PAYMENT - DO NOT STAPLE

PRESORTED  
FIRST CLASS MAIL  
U.S. POSTAGE PAID  
BUTLER, PA  
PERMIT NO. 140

TEMP. RETURN SERVICE REQUESTED  
 CHECK BOX AND LIST  
NEW ADDRESS ON BACK

FOR ACCT# \_\_\_\_\_ UNITS \_\_\_\_\_  
BILL# \_\_\_\_\_ BILL YEAR \_\_\_\_\_  
ACCOUNT NAME \_\_\_\_\_ BILL DATE \_\_\_\_\_  
PAST DUE | CURRENT | **TOTAL DUE** | \_\_\_\_\_  
AFTER DUE DATE

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SERVICE PRESENT PREVIOUS USAGE CHARGE

PAST DUE | CURRENT | **TOTAL DUE**

AMOUNT DUE AFTER DUE DATE  
ACCT# \_\_\_\_\_ BILL# \_\_\_\_\_

**Units:** Total sewer service units that the property is being billed (i.e. 1 single family, 2 duplex, etc.).

**Bill Year:** The printed date is correct, even if it seems to be a year behind the current date. It represents the beginning date of the Authority's operating or fiscal year, which starts August 1<sup>st</sup>.

**Past Due:** Shows the amount owing from a prior billing period. **Hint:** Did you know that a negative sign or dash in front of the amount represents a credit or an overpayment on the account?

**Due Date:** Payment must be received by the Authority by this date to avoid a 10% penalty.

**Total Due:** The amount printed in the yellow highlighted area is what you should pay. If making payment by mail, or in person at the office, the top half of the postcard should be returned to the Authority. The bottom half is for your records. **Hint:** Did you know that a negative sign or dash in front of the amount represents a credit or an overpayment on the account so no payment is needed for this bill?

**CHANGE OF ADDRESS** RETURN TOP STUB WITH YOUR PAYMENT - DO NOT STAPLE

WHEN MAILING PAYMENT PLEASE MAIL TO:  
BUTLER AREA SEWER AUTHORITY  
100 LITMAN ROAD, BUTLER, PA 16001-3256

WHEN PAYING IN PERSON PLEASE BRING ENTIRE BILL TO  
THE AUTHORITY OFFICE LOCATED AT ADDRESS ABOVE  
OFFICE HOURS 8:00 AM TO 4:00 PM (M-F EXCEPT HOLIDAYS)  
CONTACT US AT 724-282-1978

SAVE A STAMP! CREDIT/DEBIT, E-CHECKING/  
E-SAVINGS, & DIRECT DRAFT  
PAYMENT INFORMATION AVAILABLE AT [basapa.org](http://basapa.org)

Credit/Debit cards and electronic checking/savings transactions will only be able to be processed via phone at 1-888-877-0450 or the internet at [basapa.org](http://basapa.org). Instructions for that process are posted at our website as well as a link to our third party provider that are making the collections on our behalf.

A DRIVE-UP, PAYMENT, DROP-OFF BOX IS AVAILABLE AT THE AUTHORITY  
MAKE CHECKS PAYABLE TO: BASA OR BUTLER AREA SEWER AUTHORITY  
10% PENALTY ON CURRENT BILL IF NOT PAID BY THE DUE DATE ON BILL  
10% ANNUAL INTEREST ON UNPAID BALANCE  
PAST DUE AMOUNT ON BILL INCLUDES PENALTIES AND INTEREST

PAYMENT MUST BE RECEIVED AT OUR OFFICE BY DUE DATE  
TO AVOID LATE PAYMENT PENALTY (NOT POST-MARKED)

**KEEP THIS BOTTOM PORTION FOR YOUR RECORDS**

**Change of Address:** You can update your address in this location, but remember to check the box on the front of the bill card to indicate a change is being requested. Alternatively you can complete a *New Owner & Request for Change to Account Form* available at [www.basapa.org](http://www.basapa.org).

**How can I pay this bill?** A variety of payment options are outlined on the back of the bill card, additional information is also available at [www.basapa.org](http://www.basapa.org).

**Checks should be Payable to:** BASA or Butler Area Sewer Authority, include the account number on the memo line of your check.