

Gregory H. Post, Supervisor
Daniel G. Underhill, Deputy Supervisor
Patti Michalak, Councilwoman
Sharon White, Councilwoman
Chad Zambito, Councilman



Teressa M. Morasco, Town Clerk
Raymond Tourt, Highway Supt.
Andrew J. Young, Sr., Town Justice
Lisa A. Funke, Town Justice

3833 West Main Street Road Batavia, New York 14020-9402
Phone: (585) 343-1729 Fax: (585) 343-8461 TDD: 1-800-662-1220 www.townofbatavia.com

WATER/SEWER ACCOUNT NUMBER CHANGE

Dear Valued Water/Sewer Customer,

The Town of Batavia has changed Water and Sewer Billing Software provider.

Changes that you will notice include:

- **A New Account Number - The invoice enclosed reflects your new account number.** This Account number should be placed on the memo line of your checks.
- **Payment Through the Online Payment Portal:** This account number must be used to make payments through the new secure online payment portal.
- **As a reminder, we ask that payments NOT be mailed, or dropped off, to Batavia Town Hall, nor in the drive-thru.** Instead, please use the available payment options listed below.

PAYMENTS CAN BE MADE IN THE FOLLOWING WAYS:

OPTION 1: Mail Payment and Invoice Stub to (Secure Lock-Box Processing):

TOWN OF BATAVIA (WATER)
PO BOX 418
WARSAW, NY 14569

OPTION 2: Drop Off at Five Star Bank's Batavia Branch (During Normal Business Hours):

FIVE STAR BANK
401 WEST MAIN STREET
BATAVIA, NY 14020

OPTION 3: Online Payments (Credit/Debit Card or E-Check):

<https://www.townofbatavia.com/waterwastewater/> "Online Water/Sewer Payments" link.

OPTION 4: The QR Code on your invoice will direct you to Online Payments (Credit/Debit Card or E-Check):

Please Note:

If dropping off in person at Five Star Bank, or mailing to the PO Box in Warsaw, please include your invoice stub with your payment. Failure to do so will cause processing errors.

These changes will make us more efficient in processing invoices and payments. If you have questions, please feel free to contact our water billing department by dialing (585) 356-4900, option 3. Thank you for your cooperation.