

Town of Arlington

Arlington Water Department
PO Box 462 Arlington, VT 05250



YOU HAVE THE OPTION TO PAY YOUR WATER BILL ONLINE USING PAYPAL

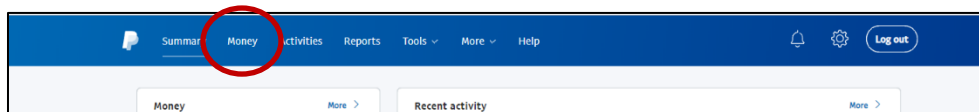
NOTICE TO ALL WATER RESIDENTS PLEASE READ

*Although you will continue to have the option to mail your payment by check or money order or come visit us at the Town Office, we would like to inform you of a new option to pay your Town of Arlington Water bill using PayPal. We have created a PayPal account to give you multiple options to pay **through the PayPal platform** while keeping costs down and maintaining control of our billing processes. For those of you unfamiliar with PayPal, it is necessary to create a personal account for your own use and management. The Town of Arlington is not affiliated with PayPal. We have calculated a 3% Processing fee which is solely to cover PayPal's charges and it is your responsibility to calculate this fee and add it to your payment. Please follow the directions below if you would like to use this option.*

To get started you will need your own PayPal account. If you don't currently have one you can set one up by going to <https://www.paypal.com/us/home> and clicking "Sign Up". All that is required to create an account is your name, email and to choose a password. Once your account is created you can link any payment method(s) that you choose to your account.

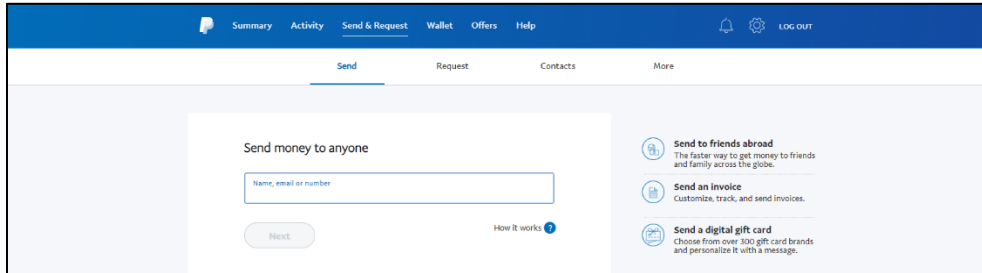
The following are the steps to take to pay your water bill using your PayPal account. Again, there is a 3% processing fee that must be added to your bill when sending your payment.

- 1) Login to your account and click on the "Money" link

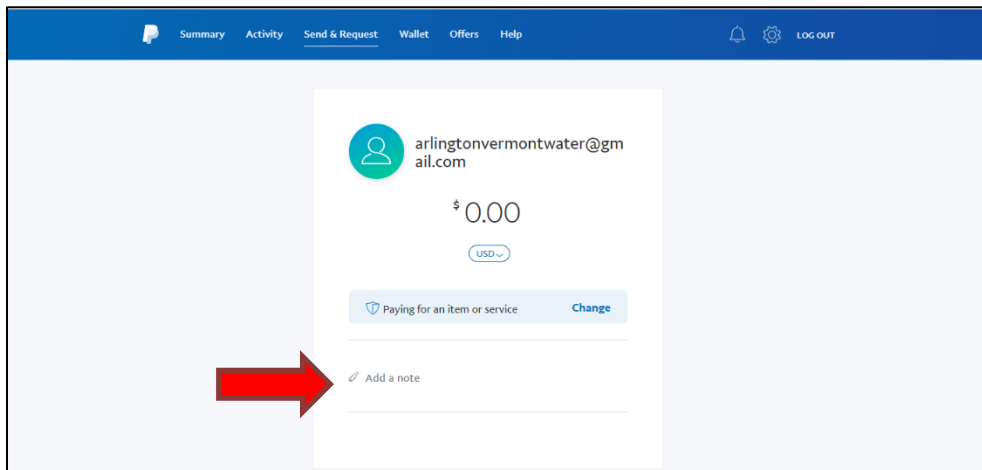


- 2) On the next screen click on the "Send or Request Money" Link

3) Enter the email address for the Water Department arlingtonvermontwater@gmail.com and click next



4) Calculate the amount you would like to pay with an additional 3% processing fee (for example if your bill is $\$112.09 \times .03 = 3.36$, your payment would total $\$115.45$). If you have an overdue balance, you can pay more than your bill amount, but you must add 3% to your entire payment and not just the portion that is due. Enter the entire amount you will be paying. In the “Add a note” section you will need to put the account owners name and the account number that is on your bill. These steps are very important and will ensure the correct processing of your payment.



Once you hit submit you will have a transaction log in your PayPal account or if you prefer a paper receipt can be printed. If you have any questions or concerns, below you will find both my contact information and the contact information for our Account Representative at PayPal, please feel free to give either of us a call.

Thank you,
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