**NEW ACCOUNT INSTRUCTIONS**

SERVICE AGREEMENT:

Please complete 1st page of service agreement.

Read entire service agreement.

Sign & date 3rd page of service agreement.

PRIVACY NOTICE:

Please read the privacy notice….sign if you want privacy protection.

UTILITY EASEMENT:

This document grants UJCWA access to the meter for inspections, repairs, meter reading, etc.

Please fill in the information on the easement from the information on your deed. (If you just bought the property, you will not have your deed for about 2 weeks.) This will need to be notarized and then filed at the +county clerk’s office.

FOR JASPER COUNTY, MAIL TO:

Jasper County Clerk’s Office

121 N. Austin Jasper, TX 75951

There is a fee…..call for fee amount: 409-384-2632

Once filed, please return the original easement back to our office.

FOR ANGELINA COUNTY, MAIL TO:

Angelina County Clerk’s Office

P.O. Box 908

Lufkin, Texas 75902

(If you decide to drive to the Angelina County Clerk’s Office the physical address is 215 E Lufkin Ave)

There is a fee….call for fee amount: 936-634-8339

The Angelina County Clerk’s office may mail the original easement back to our office. If it is mailed to you, please send it to our office so we can store it in a fire proof safe.

ACH FORM:

An ACH form is available online. Payments are drafted on the 12th, or the closest business day to the 12th of each month.

If you choose to have your payments automatically drafted from your checking account, print an ACH Authorization Form. Fill in requested information and attach a voided check to the form. (Please tape the check to the bottom of the form)

UPPER JASPER COUNTY WATER AUTHORITY TEMPORARY SERVICE AGREEMENT

Please print name in first blank, 911 address in 2nd blank. Please sign, date, and add phone #.

ADDITIONAL REQUIREMENTS:

1. Please send a copy of your driver’s license. If there is more than one person on the account, driver’s licenses or state issued ID’s are required for all account holders.
2. Please send a copy of 1st page of your deed.
3. Please send a $150 check or money order for water deposit.
4. Please send a separate $35 check or money order for new account or name transfer fee.
5. New Account Fees cannot be paid on web site.

PLEASE SEND ALL COMPLETED DOCUMENTS, COPIES OF DRIVER’S LICENSE AND PAYMENTS TO:

UPPER JASPER COUNTY WATER AUTHORITY

269 COUNTY ROAD 080

JASPER, TEXAS 75951

***UJCWA does not have a card machine at the office. Please bring cash, check, money order or cashier’s check for payments.***

ADDITIONAL INFORMATION:

**Please check to see if you have a hand valve on your side of the meter.** If not, please install one so you will be able to turn your water off in case of a leak between your meter and house.

Turning our valve off and on causes it to leak and not shut off completely. This makes it difficult to repair a leak.

**If you damage or break our valve, there is a $75.00 charge for valve replacement and/or repairs.**

Meters are read each month from the 20th to the 25th.

Bills are mailed on the last day of the month.

Payment is due upon receipt and is late after the 15th. The late fee is $15.00

You may pay by check, money order, ACH, or Web payment with credit or debit card.

There is a fee of $4.10 charged by the credit card processing company if you pay by credit/debit card on the company web site: http://ujcwa.com/

If you fail to pay your bill BEFORE 8:30 a.m. on the morning of “Lock-Off” (the date will be on the pink late notice), you CANNOT pay on the WEBSITE before calling the office to let us know. If you do pay on the website without letting us know, you will NOT be unlocked.

An Unlock Fee of $35.00 must be paid before 2 p.m. to be unlocked the same day.

An Unlock Fee of $70.00 must be paid between 2 – 4 p.m. to be unlocked the same day.

Unlock orders cannot be issued after the normal business hours of 8:30 a.m. – 4:00 p.m.