**NEW ACCOUNT INSTRUCTIONS**

SERVICE AGREEMENT:

Please complete 1st page of service agreement.

Read entire service agreement.

Sign & date 3rd page of service agreement.

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

Jasper County Clerk’s Office

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

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

121 N. Austin Jasper, TX 75951

FOR ANGELINA COUNTY

Mailing Address: Office Location:

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

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

Angelina County Clerk’s Office

P.O. Box 908 215 E Lufkin Ave

Lufkin, Texas 75902 Lufkin, TX 75901

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)

TEXT ALERTS:

Please sign up for Text Alerts on our website at *http://ujcwa.com*. Giving your email address and cell # will insure that you will be notified for boil water notices as well as other important notices.

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**

** 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 $4.00 charged by the credit card processing company if you pay by credit/debit card.)

Web site: http://ujcwa.com/

If you fail to pay your bill until AFTER 8:30am 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 our knowledge, you will **NOT** be unlocked. Even if you pay the additional $35 to cover the fee, all the money you pay will go to Water Revenue and not to the Unlock Fee. We cannot add the $35 unlock fee until you tell us that you want the meter unlocked because our billing program processes the unlock fee separately.

  All unlock fees must be paid BEFORE 2:00pm to be unlocked same day for $35.

  All unlock fees paid AFTER 2:00pm to be unlocked same day will be $70. 

Please call 409-384-6301 so that an unlock fee can be applied to your account before you make a payment on UJCWA website.