



March 29, 2017

Jane Doe
100 E Capitol Ave
Pierre, SD 57501

RE: Utility Billing Schedule Change for **ALL** City of Pierre Utility Bills

Dear Jane Doe,

In April, the City of Pierre will be changing the date your utility bill is mailed and due. This change results in a change to your due date and a change to the date your Automatic Payment is withdrawn. A Calendar is printed on the reverse to show the dates for each month in 2017.

During the transition, your first bill in April will be for a shorter period. However, the month following April will always be for the same number of days of the prior month. There will no longer be any bills for 5 weeks under the new billing schedule.

Please note the following New Billing Schedule:

- April 7th will be the First Bill mailed under the New Schedule
- Bills will be mailed on the First (1st) Friday of the Month
- Bills will be due on the Third (3rd) Friday of the Month
- ACH withdrawal will occur on the Third (3rd) Friday of the Month

If you have any questions on this change, please be sure to contact City Hall at 773-7407 or myself directly at Twila.Hight@ci.pierre.sd.us.

Sincerely,

Twila Hight
Finance Officer