

TETON COUNTY PUBLIC HEALTH
Payment Policy
Effective November 1, 2014

- Public Health (TCPH) accepts cash, Visa/MC credit cards, debit cards, checks, or charges to an established credit account. If using a credit or debit card, there will be a minimum convenience fee of \$1.50. If the amount is over \$80.00, the fee is 2.5% of the total.
- New charge accounts can be established for customers who frequently use the services.
- Statements and invoices for charge accounts are sent out on a monthly basis on or about the first of the month for the preceding month's business. Water Lab testing will be invoiced quarterly.
- Payment of the total amount invoiced must be received no later than 30 days from the date of the statement.
- All charge accounts are subject to a 1.5% late charge fee for non-payment received after 30 days of the current billing cycle. This fee continues to be assessed monthly until payment is received in full. Payment collection will be strictly enforced to avoid any further charges.
- A representative from TCPH may personally deliver a statement of past due charges for purposes of expediting collection.
- Charge Accounts past due 60 days will be placed on a "Cash Only" basis.
- Once an account becomes "Cash Only", service termination occurs if payment in full of all amounts owed, including late fees, is not received by the last day of the month in which the account became "Cash Only".
- Credit privileges may be denied if a charge account becomes "Cash Only" three times within a twelve month period.
- Billing/invoice discrepancies shall be reported in writing within 30 days of receipt of bill, to the accounts receivable clerk at Teton County Public Health to initiate an inquiry.
- If a check is returned from the bank for Insufficient Funds (NSF), a \$25.00 service charge per check will be added to the costs. Insufficiently funded checks must be redeemed with cash, cashier's check or a money order.

Updated 10-8-14