

City of St. Ignace Water Department
 396 N. State Street
 St. Ignace, MI 49781
 906-643-7451

Utility Bill Payment Guidelines

Please find listed below the accepted forms of payment for your water/sewer utility bill with the City of St. Ignace. Please note we can NOT accept payment over the phone.

1. In-person at City Hall via cash, check, or card. Hours are Monday-Friday, 8am-5pm.
2. Payment can be deposited in the drop-box located behind City Hall at any time.
3. The following banks accept payments during regularly scheduled office hours:
 - a. First National Bank of St. Ignace
 - b. U.P. State Credit Union
4. Online payments may be made through our website, cityofstignace.com
5. You may sign-up for Automatic Withdrawal from your bank account, free of charge.

Paying your utility bill:

1. If paying by check, please make sure your signature is on the check and that the numerical number matches the written amount on the check. Please expect the check to be deposited on the same day of payment.
2. If you pay online, your payment will be applied to your account the next morning.
3. Letters for shut-off notifications are sent around the 25th of each month.
4. Shut-off payments are due approximately the 10th of each month. The City does NOT accept payment plans/arrangements.
5. If you are shut-off, a cost of \$60.00 will be applied to your bill. The FULL amount of your account and the \$60.00 will be due prior to turn-on. Your water will be turned back on within 24 hours, Monday-Friday. If a weekend turn-on is requested, an additional \$35.00 will be charged.
6. All water/sewer utility bills are due the 20th of each month. After the 20th, a 5% penalty is applied to the unpaid balance.
7. If the 20th falls on a weekend or a holiday for which the office is closed, payments will be accepted the following business day without penalty.

An explanation and sample bill is shown below:

PLEASE MAKE CHECK PAYABLE TO → CITY OF ST. IGNACE WATER DEPT. 396 N. STATE STREET ST. IGNACE, MI 49781		RETURN THIS PORTION WITH PAYMENT		PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID ST. IGNACE, MI PERMIT NO. 2	
CUSTOMER NAME & ADDRESS		DUE DATE		TEMP-RETURN SERVICE REQUESTED	
ACCOUNT NO.		AFTER		AMOUNT DUE ▶	
PROPERTY ADDRESS		PAY THIS LATE AMT.			
		CODE		AMOUNT	
ACCOUNT NO.		PB-- Past due Balance			
PREV. READ DATE		WA-- Consumption of Water			
CURRENT READ DATE		WA-- Ready to Serve - Water			
USAGE DAYS		SW-- Consumption of Sewer			
LAST PAYMENT DATE		SW-- Ready to serve - Sewer			
LAST PAYMT. AMOUNT		TS-- Trash * City Residents ONLY			
AFTER		PAY THIS LATE AMT.		TOTAL AMOUNT DUE ▶	
		DUE DATE			
		MAIL TO:			