## HOW TO READ YOUR CITY OF SHELBY UTILITY BILL

- Check this area for important messages from the City of Shelby. The City of Shelby will use this area to share updates each billing cycle, including cutoff dates for past due balances.
- B Key account information including Account Number, Due Date, Total Amount Due, and any Past Due Balance will be displayed here.
- This area provides information on your usage. You will find meter readings and historical read dates to help you analyze your usage habits. This information is helpful for conservation purposes and in alerting you to possible excessive usage.
- Individual charge details are displayed in the center of your bill. Any charges related to a previous balance would be detailed at the top of this section.
- This is the Total Amount Due, including any past due charges carried over from the last billing cycle.
- You will find the detachable payment stub at the bottom of your bill. Detach this section and return it with your payment. The address on the front of this paystub must be visible through the window on the return envelope when the payment is mailed.
- Be sure to check the reverse side of your bill for additional important information.

Any Questions? Call 704-484-6866
A Customer Service Representative will be happy to answer them.

