



4. Collection of Payment

Payment shall be made at the General Tinio Water District Cashier. Pay your water bills on time. A 10% penalty will be charged if payment is made after the prescribed period. Please refer to your Billing Notice.

Non-payment of water bill for two (2) consecutive months will be grounds for disconnection of water supply services.

Office or Division:	General Tinio Water District			
Classification:	Simple			
Type of Transaction:	Gov. to Citizen(G2C); Gov. to Business(G2B) and Gov. to Government (G2G)			
Who may avail:	All qualified residents of General Tinio, Nueva Ecija			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Water bill – 1, original copy		Served by General Tinio Water District (Commercial Division) after the scheduled reading		
Clients Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Go to Cashier window and present water bill or provide account information	1.1 Get bill and verify account. 1.2 Inform concessionaire of outstanding balance.	None	2 minutes	Cashier C
2 Clarify bill prior to payment.	2. Explain charges when asked.	None	10 minutes	Cashier C
3. Payment of water bill and other collections. 3.1 Receive official receipt; count change before leaving.	3.1 Accept payment and issue Official Receipts (OR). 3.2 Count and give change	Total amount due*	3 minutes	Cashier C
END OF TRANSACTION	TOTAL PROCESSING TIME:		15 minutes	

*See Approved Water Rates Effective January 2012 and additional charges and discount of the GTWD