WEST BRANCH

PIN NUMBER: 47737960

Please note: Green Pay is the District's only authorized online payment portal. Third-party payment sites, such as DOXO, are not affiliated with West Branch Water Reclamation District and may delay or misdirect your payment.

We recommend enrolling in AutoPay through Green Pay at https://www.green-pay.us/epay/login.html or by contacting our office via phone or in person.

Customers enrolled in AutoPay will continue to receive a monthly billing statement.

Questions or need assistance? Visit: www.mywestbranch.org | **Email:** finance@mywestbranch.org | **Phone:** 630-668-1515

PLEASE SEE REVERSE SIDE FOR ADDITIONAL BILLING INFORMATION

BILL DATE: 10/26/2026
NAME: JOE WASTEWATER
SERVICE ADDRESS: 675 SANITARY WAY

ACCOUNT NUMBER: 099999-000

METER INFORMATION:		BILLING PERIOD:	
Previous Reading	287	Previous Read Date	09/02/2026
Current Reading	291	Current Read Date	10/02/2026
Usage	4	Type Of Reading	A

PREVIOUS BALANCE	$34.24
PENALTIES, FEES AND ADJUSTMENTS	$0.00
PAYMENTS RECEIVED SINCE LAST BILLING	$40.00
BALANCE FORWARD	**$5.76 CR**

WASTEWATER TREATMENT & CONVEYANCE CHARGES	**$37.12**
TOTAL AMOUNT DUE BY 4:30 PM ON 11/17/2026	**$31.36**
TOTAL AMOUNT DUE AFTER 11/17/2026	$34.50

DETACH AND RETURN BOTTOM STUB WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE TO ASSURE PROPER CREDIT

DETACH HERE

MAKE CHECKS PAYABLE TO WEST BRANCH

DETACH HERE

WEST BRANCH
WATER RECLAMATION DISTRICT

Mail Payments To:
P.O. Box 4490 Carol Stream, IL 60197-4490

Mail Correspondence To:
15649 Shaffner Rd Wheaton, IL 60189-3348

ACCOUNT NUMBER: 099999-000
SERVICE ADDRESS: 675 SANITARY WAY

TOTAL AMOUNT DUE BY 11/17/2026	**$31.36**
TOTAL AMOUNT DUE AFTER 11/17/2026	$34.50
AMOUNT PAID	

1 1 SP 0.780
JOE WASTEWATER
675 SANITARY WAY
WHEATON, IL 60189

1 1 (0000001)
26-179-03E

00999990000037128

SAMPLE INVOICE

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PLEASE DO NOT FOLD OR STAPLE

FOR YOUR INFORMATION

The West Branch Water Reclamation District (District) is an independent municipal corporation which provides sewage treatment for most of the City of Wheaton, and portions of Carol Stream, Glen Ellyn, Winfield, and unincorporated DuPage County. The District does not currently levy taxes and funds nearly all of its operations through user charges.

The District is governed by a Board of Trustees who are appointed by the DuPage County Board. The Board meets once a month, on the second Wednesday, at 9:00 A.M., at the District office.

WATER NOT RETURNED TO SANITARY SEWERS

The District's website, www.mywestbranch.org, offers information on credits available for watering, filling swimming pools, and leaks where water is not returned to the sanitary sewer system.

HOW TO PAY YOUR UTILITY BILL

Online:

Visit Green Pay at: https://www.green-pay.us/epay/login.html

- Credit or debit card payments require you to enter your card each time you pay through Green Pay.
- For your security, Green Pay does not store any of your credit card information.
- Enroll in Auto-Pay, to have your bill automatically deducted from your checking or savings account.

Mail:

West Branch
P.O. Box 4490
Carol Stream, IL 60197-4490

In Person:

Mon-Fri 8am-4pm:
1S649 Shaffner Road Wheaton, IL 60189-3348
(1 block west of County Farm Rd, 3/4 mile south of Roosevelt Rd)

Drop Boxes:

- 24-hour - Back gate (Creekside Drive)
- Weekdays 8am-4pm - In front of Admin Building

PAYMENT TERMS

Customers have at least 21 days from the date a bill is issued (bill date) to make a payment. If the due date falls on a weekend or a recognized holiday, bills are due on the next business day without penalty. Please allow at least ten (10) days when mailing payments.

The District may assess additional fees for returned payments.

DELIVERY METHOD

Green Pay gives the option to choose e-bills, paper bills or both.

PENALTY CHARGES

Bills not paid by the due date incur a ten percent (10%) penalty on current charges. Accounts in good standing for twelve consecutive months qualify for a one-time late fee waiver.

Failure to receive a bill does not waive payment responsibility or penalties. Customers remain responsible for timely payment even if the payment portal is unavailable.

A bill is considered paid only when received by the District or its agents.

PAST DUE ACCOUNTS

The District may use both of the following methods to collect on past due accounts:

1. **Liens for Unpaid Accounts**
   The District may file a lien on the property, and the Lien Fee added to the amount due in accordance with the recording fee schedule.
2. **Water Shut-off or Service Termination**
   The District may assess a Default Fee if the past-due balance is not paid by the Default Date and no approved exemption has been established.

Customers receiving water service from the **City of Wheaton, Village of Carol Stream, Village of Glen Ellyn or Illinois American Water** may have the water service terminated for nonpayment of their sewer bill.

Customers whose water provider is not listed above may have their sewer physically disconnected for nonpayment.

To restore service, customers must pay the full amount due, including all fees and the total cost of any disconnection and reconnection.

FINAL BILLS

If selling a property, you must request an Estimated Final Bill by completing the form provided on the District's website at least three (3) business days prior to the closing date. Rush requests are subject to a $50.00 fee.

Property owners who rent out their property must notify the District, or have their tenant notify the District, by completing the form provided on the District's website at least seven (7) days prior to the Lease Start or Lease End Date whenever there is a change in tenants.

The responsibility for any prorations, balances, or credits lies with the property owner, not the District.

RETURN THIS PORTION WITH YOUR PAYMENT FOR PROPER CREDIT

Please allow at least ten (10) days for mailing. Please do not staple or paperclip your checks to this stub.

WEST BRANCH WATER RECLAMATION DISTRICT
PO BOX 4490
CAROL STREAM, IL 60197-4490

