



600 E. 1st St. • PO Box 128
Tea, South Dakota 57064
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New Service Setup - Water & Sewer

New service residential customers are charged a \$35.00 water deposit.
This is automatically attached to your first bill and is refundable when you disconnect service.
Commercial accounts are charged a \$50.00 deposit.

Bills are mailed out the first week of the month, typically received by the 7th of every month.
Payments are due on the 20th of every month unless otherwise stated on the bill.
A \$5.00 late fee is applied for payments received after the bill due date.

Bills received are for the previous months usage.
For example: bill received the first week of February, due February 20th is January's usage.
We charge per thousand gallons. A usage of 2 on your statement is 2,000 gallons of water used.

We accept cash, check, Visa, Discover & MasterCard. A drive thru payment drop box is located at
Tea City Hall as soon as you enter the parking lot. Payments can also be made online at www.teasd.com.
Set up automatic payment - Forms are located online at www.teasd.com or at Tea City Hall.

Check One: Own the Property Renting

Service Start Date: _____

* If Purchasing the Home: Date you close on the property. If you move in before the closing date-Date you moved in.
* Renters - Date you start paying rent/contract date. If moving in before contract date - Date you moved in.

Service Street Address: _____

Mailing Address: _____
(If different from Service Address)

Customer Name 1: _____

Phone: _____ Email Address: _____

Place of Employment: _____

Customer Name 2: _____

Phone: _____ Email Address: _____

Place of Employment: _____

Signature: _____ Date: _____