



## HOW TO AVOID A LATE FEE

TO AVOID A LATE FEE, PAYMENTS ARE DUE IN THE ADMINISTRATIVE OFFICE BY 3:00 P.M. ON THE 27<sup>TH</sup> OF THE MONTH.

SHOULD THE 27<sup>TH</sup> FALL ON A WEEKEND OR HOLIDAY, PLEASE PAY BY THE LAST BUSINESS DAY PRIOR.

OUR BILLING SYSTEM WILL AUTOMATICALLY GENERATE A LATE PENALTY FOR PAYMENTS RECEIVED AFTER 3:00 P.M. ON THE 27<sup>TH</sup>, AND YOU WILL BE RESPONSIBLE TO PAY THE FEE.

PLEASE KNOW THAT WE CHECK THE DROP BOX OUTSIDE AT 3:00 P.M. ON THE 27<sup>TH</sup> OF THE MONTH AS LONG AS THE 27<sup>TH</sup> IS A BUSINESS DAY.

IF YOU WOULD LIKE TO TAKE ADVANTAGE OF OUR PAYMENT PORTAL, PLEASE EMAIL LAURA OAKLEY, BILLING CLERK AT [loakley@lewesbpw.com](mailto:loakley@lewesbpw.com) FOR ACCESS OR YOU MAY CALL OUR OFFICE AT 302-645-6228.

PLEASE BE SURE TO NOTE THIS ON YOUR CALENDAR!