


Instructions for Completing the Leesburg Utility Bill Letter and Payment

- 1) Using the sample water and sewer bill as a guide, enter the amount shown on your water and sewer bill for "**Water Fixed Charges**" in line 1 of the worksheet. For most residential customers, the amount will be \$6.30. See the Sample Bill below for the location of this amount.
- 2) Enter the amount shown on your water and sewer bill for "**Current Water 1 Charges**" in line 2 of the worksheet. This is the water usage charge, based upon the meter readings.
- 3) Enter the amount shown on your water and sewer bill for "**Sewer Fixed Charges**" in line 6 of the worksheet. For most residential customers, the amount will be \$6.30.
- 4) Enter the amount shown on your water and sewer bill for "**Current Sewer Charges**" in line 7 of the worksheet. This is the sewer usage charge, based upon your winter quarter water meter readings.

	The Town of Leesburg, Virginia PO Box 9000 Leesburg, VA 20177-0900	How to Contact Us For more information, you may reach us by: Phone: (703) 771-2701 (703) 771-2702 Fax: (703) 771-2799 Emergency After Hours: (703) 771-4500 Regular Office Hours: 8:30 A.M. - 5:00 P.M.					
_____ _____ _____ _____ _____ _____	WATER AND SEWER UTILITY BILL <b style="color: red; font-size: 1.2em;">SAMPLE	Important Customer Information Please help us reduce storm water pollution! For more information, visit our new web site at www.leesburgva.gov/services/publicworks/waterquality You can pay online at www.leesburgva.gov/payments . Jurisdiction code 6203 must be used if paying by phone 1-800-272-9829.					
R N LOUDOUN 18000 GOOSE CREEK RD LEESBURG VA 20176-0000							
See Reverse Side for Billing Explanation							
Account Number	Date Billed	Due Date	Reading Dates	Previous: 5/01/2009	Present: 8/01/2009		
60000000001	08/05/2009	09/08/2009	Service Address	18000 GOOSE CREEK RD			
Charges			Previous Meter Reading	Present Meter Reading	Usage	Amount	
Previous Balance						240.72	
Payment To Date						-240.72	
Balance Forward						0.00	
Water Fixed Charges						6.30	
Sewer Fixed Charges						6.30	
Current Water 1 Charges			757	777	20000	129.80	
Current Sewer Charges					15000	129.90	
Total Current Charges						272.30	
Detach and retain this portion for your records.						TOTAL DUE	\$272.30

- 5) Perform the calculations instructed on lines 3, 4, 5, 8, 9, 10, 11 and 12. If you are using the Microsoft Excel version of the worksheet, those calculations will be performed automatically. Refer to the sample letter on the next page for an example using the sample billing data shown above.
- 6) The amount of the check payment referenced in paragraph 1 of the letter is the amount reflected in line 11. Make the check payable to **The Town of Leesburg, Virginia**. Enter the check number and amount in the appropriate space in paragraph 1.
- 7) The amount of the check payment referenced in paragraph 2 of the letter is the amount reflected in line 12. On the memo line of the second check, write "PAID UNDER PROTEST." Enter the check number and amount in the appropriate space in paragraph 2. Make the check payable to **The Town of Leesburg, Virginia**.

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September 2, 2009

SAMPLE LETTER

Town of Leesburg:

I am including payment of my August 2009 water and sewer bill, but I have adjusted the amount to be fair, reasonable and equitable based on Judge Horne's April 17, 2009 final order pertaining to the Giordano v. Town of Leesburg water and sewer rate lawsuit. The rates currently being charged to out-of-town customers were ruled illegal.

Therefore, I am remitting check #1001 in the amount of \$171.73 as payment in full for the lawful portion of the current bill.

I am also including a second check in the amount of \$100.57, check #1002 for the difference (the amount determined to be illegal). The calculations for my payment are shown below.

I am paying this portion of my bill UNDER PROTEST and request either that the second check be returned to me or that those funds be reflected as a credit to my account and applied against the charges on my next bill and the bills that follow, to the extent those charges comply with the Court's final order. The check for the illegal portion should not be applied to the current bill, due September 8, 2009, unless the Town of Leesburg will otherwise discontinue water and sewer service to my home, file a lien, impose penalties, interest or other fines, or take other action to collect that portion of the bill.

Sincerely,

R. N. Loudoun

R N Loudoun

Customer Signature

Customer Name

18000 Goose Creek Rd., Leesburg, VA 20176

Customer Address

Enter "Water Fixed Charges" from Utility Bill	1	\$ 6.30
Enter "Current Water 1 Charges" from Utility Bill	2	\$ 129.80
Add Line 1 and Line 2	3	\$ 136.10
		x 0.5449
Multiply Line 3 by 0.5449	4	\$ 74.16
Subtract Line 4 from Line 3	5	\$ 61.94
Enter "Sewer Fixed Charges" from Utility Bill	6	\$ 6.30
Enter "Current Sewer Charges" from Utility Bill	7	\$ 129.90
Add Line 6 and Line 7	8	\$ 136.20
		x 0.7164
Multiply Line 8 by 0.7164	9	\$ 97.57
Subtract Line 9 from Line 8	10	\$ 38.63
1st Check Amount	11	\$ 171.73
Add Line 4 and Line 9		
2nd Check Amount	12	\$ 100.57
Add Line 5 and Line 10		

From Utility Bill

From Utility Bill

This is the "fair and reasonable" amount of the water and sewer bill **

This is the amount of the bill that is in excess of the amount determined using "fair and reasonable" rates

** Per Judge Horne's final order, dated April 17, 2009, overall out-of-town water rates should be reduced 45.51% and overall out-of-town sewer rates should be reduced 28.36%.



