



# IVAN BOYNTON MUNICIPAL OFFICES

## VILLAGE OF UNION CITY

101 S. Broadway St, Union City, MI 49094  
Phone- 517-741-8591 Fax-517-741-3050  
[www.visitunioncity.com](http://www.visitunioncity.com)

### Village of Union City Billing Cycle Information

Village bills will go out around the last business day of the month, due the following month on the 15th. If the 15th is on a weekend or holiday, payments can be made the following business day without a late fee.

If payment is not made by the 15th, a 10% penalty will be added to the account.

Any account with an unpaid balance from the 15th over \$20.00 will be sent a past due notice with shutoff date. This notice will be sent around the 25<sup>th</sup>. Shutoff dates are the second Tuesday of the month.

The second Monday of the month is the last day pay past due amounts or make payment arrangements. We provide utility assistance notice information on the back of each bill and past due notice. All payments and payment agreements must be made prior to the shutoff date. No exceptions on or after shutoff date. Shutoff dates are the second Tuesday of the month.

The second Tuesday of the month a \$25.00 shutoff fee is added to accounts past due. A door tag will be posted showing the amount owned to avoid having service disrupted. The past due amount along with the \$25.00 fee must be paid to avoid disruption of service.

The second Thursday of the month is the date our office will shutoff any accounts past due. A second doortag showing the amount needed to restore service will be posted when service is disrupted. This is the past due amount with the \$25.00 shutoff fee.

Payment can be made; in person, phone, mail, or online. We accept; cash, check, debit or credit card through our office. Online payments; credit card, debit, or EFT. Contact our office if you would like to sign up for automatic deduction of your payment on the 15<sup>th</sup> each month. After-hours business drop box is located at the bottom of the steps by the parking lot. Please make sure your payment is marked with service address or account number. All payments left in after-hours drop box will be posted to the previous business day.

Our office is open Monday, Tuesday, Thursday and Friday from 8:00 a.m. – 4:00 p.m. (except holidays; posted on billing statements and Village door). Our lobby is closed on Wednesday. If you need assistance on Wednesday please call 517-741-8591.

Any accounts left delinquent will effect personal credit or be placed on property taxes.

Please contact our office with any questions you may have regarding your bill 517-741-8591 or [utilitybilling@visitunioncity.com](mailto:utilitybilling@visitunioncity.com).