

WATER BILL COLLECTION

Schedule of the Availability of the Service:

Seven days a week

8:00 am - 5:00 pm

Who may avail of the Service:

Registered concessionaires of TCWD

What are the requirements:

Recently received water bill

Duration: 6 minutes

How to avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Get priority number	Provide number	1 min.			printed number
2	When number is called, present account number/water bill to the teller	1. Check account number and account name against online billing. 2. Read aloud account name and amount due to confirm	2 mins.	Cashiering Assistant		
3	Tender payment of amount due	1. encode amount received 2. Save data 3. Print and sign O.R	3 mins.	Cashiering Assistant	amount indicated in bill	official receipt
4	Receive official receipt/s; Double-check data on receipt/s issued; Count money change before leaving the counter					