

## WATER BILL COLLECTION

**Schedule of the Availability of the Service:**

Monday - Friday

8:00 AM to 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					

