

# Payment Options

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## Utility Payment Options

**Utility bills are mailed out the last day of each month and are due in full by the 10th of the following month (ie: mailed on March 31- Due by April 10th). Should you not receive your postcard in the mail by the 3rd of each month you might want to call City Hall at 903-564-3311 and find out the total. Failure to receive the postcard in the mail does not excuse you from paying the late fee if paid after the 10th of the month. All payments made after 5:00 pm will be processed and applied to the account the following day.**

**Any payment made after 5:00pm on the 10th of the month will be considered late and is subject to a penalty.**

**Payments can be made in the following ways:**

**\* Online utility bill pay :**

**<https://www.municipalonlinepayments.com/whitesborotx/u>**

**\* Mail check/money order/cashier's check to P.O. Box 340, Whitesboro, TX 76273**

**\*Drop off payment in the night drop slot on the east side of City Hall (by the clock tower) - if paying with cash put it in a sealed envelope or a zip lock bag with your name and address on it so we will know where to apply the payment.**

**\*By bank draft - the forms to fill out for this are located on the table in the lobby of City Hall or online. You will need to attach a voided check with the form. Drafts are made on the 3rd of each month. If the 3rd falls on a weekend it will be done the following Monday.**

**\* By phone or in person with a debit/credit card, however there is a 3% charge by the card company for this service.**

# Supporting Documents

Utility Information Pamphlet 1.48 MB

## Related Links

- [Utility billing online payments](#)