

North Beach Utilities Inc.

4125 Coastal Hwy.

St. Augustine, FL 32084

Phone: (904) 824-1806 Fax: (904) 826-0897

OFFICE HOURS: 8:00 AM TO 5:00PM

MONDAY *thru* FRIDAY

Dear Valued Customer,

At North Beach Utilities, the health and safety of our customers, employees and the community are our top priorities. Rest assured that we are implementing increased safety protocols and trying to reduce the spread of COVID-19.

We are trying to minimize the amount of foot traffic in our office and would like to share with you our methods of payment that you can implement to respect social distancing and keep your family healthy. The forms of payment we are currently accepting are check, debit, and all major credit cards except AMEX. We are currently accepting check payment via mail or in our office DROP BOX, also credit/debit card over the phone, online bill pay from your bank, and automatic payments by ACH and BANK DRAFT.

For your convenience we have attached a 2-sided ACH/BANK DRAFT form that you can fill out and return to us by email, mail, or in our DROP BOX at the office. ACHs will be charged on the 22nd of each month, and BANK DRAFTs will be charged between the 18th and 23rd of each month.

If you are interested in setting up automatic payment please...

>pick Credit/Debit ACH or Bank Draft

>fill out the form (leave your account number blank if you don't know it)

>Return it to us ASAP via

-email at NBUutilities@bellsouth.net

-mail at NBU, 4125 Coastal Highway, St. Augustine, FL 32084

-or in our **DROP BOX** at the office - currently on shortened hours

>open Monday-Friday 8am-5pm (usually drop box hours are 8am-8pm)

If we receive your completed form by April 10th, we should be able to set up your account as Automatic payment for your April payment.

If you are not interested in automatic payment, but would like to respect social distancing, please feel free to utilize our credit card payment by phone at [904-824-1806](tel:904-824-1806), or pay by check in our DROP BOX at the office.

Thank you,
North Beach Utilities
Office Staff

