

THE SANITARY BOARD OF BLUEFIELD

OFFICE NUMBER
304-325-3681

P.O. BOX 998
BLUEFIELD, WEST VIRGINIA 24701

FAX NUMBER
304-325-6838

March 19, 2020

RE: Main office and treatment plants closed to the public

Dear Customer:

To comply with the Centers for Disease Control (CDC) guidelines on social isolation and person to person contact, The Sanitary Board of Bluefield will close its offices and treatment plants to the public effective **March 20, 2020 at 4:00 pm**. While our staff will be reporting to work, no customers will be allowed inside to make a payment or apply for service in person until further notice.

To pay your bill, please use one of the following methods:

- Online Payment Portal – www.bluefieldsanitary.org
- ACH Checking Account Draft – www.bluefieldsanitary.org
- Over the phone using a debit/credit card (fees apply) – (304) 325-3681
- Check or money order placed in the US Mail
- Check or money order placed in the Dropbox located in front of City Hall, 100 Rogers Street, Bluefield, WV, Second Floor Entrance
- **No cash payments will be accepted until further notice**

To apply for new sewer service, please:

- Call the office and provide the information over the phone
- Call the office and pay your deposit over the phone using debit/credit card (fees apply)
- If paying by check or money order, go to www.bluefieldsanitary.org to print out a new service application. Fill out the application in full, sign, put it in an envelope with your check/money order in the amount of \$70.00 and insert the sealed envelope into the Dropbox located in front of City Hall, 100 Rogers Street, Bluefield, WV, Second Floor Entrance

While our main offices and treatment plants will be closed to members of the public, be assured that all our hard-working employees will still be providing our community with the highest quality of sewage treatment services.

Should you have any questions or issues, please feel free to call our offices at (304) 325-3681 and a member of our team will be glad to assist.

Respectfully,



Shannon L. Bailey
Executive Director