



## Important Information For New Utility Customers

(512) 246-1400

PO Box 8009 Round Rock, TX 78683-8009

Hours: Monday – Friday 8 am to 5 pm

**Emergency Services 24/7 (512) 246-1400**

[www.crossroadsus.com](http://www.crossroadsus.com)

Welcome to Altessa MUD

You have recently opened your utility account and we want to provide you information about your utility billing services. Crossroads Utility Services, LLC manages the wastewater systems and the utility billing activities of Altessa MUD.

The utility bills for Altessa MUD have a due date of the 15<sup>th</sup> every month. If the due date falls on a holiday or weekend, the due date is extended to the next business day. Bills paid after 5pm on or after the due date are subject to a 10% late fee. All payments are posted to your account the business day the payment is received. Your water will be disconnected if your bill is in arrears upon notice and in accordance with Altessa MUD policies.

### **Payments: There are several options for paying your utility bill.**

1. **Walk-in Payment** at our Office, Monday thru Friday from 8 am to 5 pm (closed most federal holidays). We accept cash, checks, money orders, cashier checks, and all major credit cards. Our office is located at 2601 Forest Creek Drive, Round Rock, TX 78665.
2. By **Mail**, with check or money order, and your payment will be credited the day that we receive it. Please write your account number on the check or money order. Please send payment payable to Altessa MUD PO Box 8009 Round Rock, TX 78683-8009. Your account number is located on your billing statement.
3. By **Phone**, with any major credit or debit card. Altessa MUD has adopted certain fees for credit/debit card transactions. A 3% credit card processing fee will be charged for all credit or debit card payments. You may also set up automatic monthly payments with your credit or debit card by phone.
4. Our **Website** 24/7 at [www.crossroadsus.com](http://www.crossroadsus.com) with any major credit card or checking account. Payments will be posted next business day. Please click on the "Pay my Bill" tab. You may also set up automatic monthly payments with your credit or debit card by using the website. Altessa MUD has adopted certain fees for credit/debit card transactions. Bank drafts and electronic checks are accepted with a \$1.00 charge. A 3% credit card processing fee will be charged for all credit or debit card payments.
5. Your bank's **Online Bill Pay Service** If you use your bank's online bill pay company, it is critical that the full account number found on your bill is clearly shown on the check to ensure your payment is posted promptly and correctly to your account. Please allow 7-10 business days to ensure your payment is received before your due date. Please send payment payable to Altessa MUD PO Box 8009 Round Rock, TX 78683-8009