

**BEFORE YOU BEGIN:** Read the information on this [webpage](#)

[\(Links to an external site.\)](#)

.

**Step 1:** View your [utility bill](#)

[\(Links to an external site.\)](#)

In the lower right corner, you will fill in the amount you will pay. YOU WILL PAY THE FULL AMOUNT!

[\(Alternative Bill\)](#)

**Step 2:** Write [check 210](#)

[\(Links to an external site.\)](#)

to pay the bill 7 days BEFORE it is due to avoid late charges

**Step 3:** On your envelope, follow the format shown [here](#)

[\(Links to an external site.\)](#)

, using your REAL NAME AND HOME ADDRESS as the return address. You will use a sticker in place of a real postage stamp.

**Step 4:** In the envelope, place

- The portion of the bill that says “PLEASE RETURN THIS PORTION WITH YOUR PAYMENT, MAKING

SURE THE RETURN ADDRESS SHOWS IN THE ENVELOPE WINDOW” (Ignore the part about the window because your envelope does not have a window.)

- Check 210

**Step 5:** Seal the envelope

**Step 6:** Mail your letter in the "mailbox" your teacher assigns