

**TO ENSURE THE HEALTH AND SAFETY OF  
CUSTOMERS AND STAFF, TOWN HALL WILL  
BE CLOSED TO THE PUBLIC BEGINNING  
TUESDAY, MARCH 17<sup>TH</sup>.**

WE WANT TO DO OUR PART IN KEEPING OUR COMMUNITY HEALTHY AND SAFE. WE BELIEVE THAT KEEPING OUR DOORS CLOSED TO THE PUBLIC WILL HELP. STAFF WILL STILL BE IN THE OFFICE WORKING. OPTIONS FOR PAYMENT FOR BILLS ARE AS FOLLOWS:

DROP BOX ON THE EAST SIDE OF THE BUILDING – IF PAYING WITH CASH, PLEASE USE AN ENVELOPE AND EXACT CHANGE. EITHER WRITE YOUR NAME AND ADDRESS ON THE ENVELOPE OR INCLUDE THE PAYMENT STUB PART OF YOUR BILL. IF A PAYMENT IS MADE USING MORE THAN WHAT THE CURRENT BILL IS, STAFF WILL APPLY THE EXTRA TO NEXT MONTH'S BILL. IF PAYING BY CHECK, PLEASE ATTACH PAYMENT STUB TO CHECK OR WRITE ADDRESS ON MEMO LINE OF CHECK.

MAIL – MAIL YOUR PAYMENT TO:

TOWN OF MARKLE  
PO BOX 367  
MARKLE, IN  
46770

PAY BY PHONE – CALL (260)758-3193 AND LET US KNOW YOU WOULD LIKE TO PAY YOUR WATER BILL. WE WILL THEN TAKE YOUR CREDIT CARD INFORMATION AND MAKE YOUR PAYMENT. PLEASE NOTE THAT THERE IS A 3% CHARGE FOR USING THIS SERVICE.

PAY ONLINE – VISIT OUR WEBSITE AT [WWW.MARKLEINDIANA.COM](http://WWW.MARKLEINDIANA.COM). THERE IS AN OPTION ON THAT PAGE TO PAY YOUR WATER BILL ONLINE. THIS IS THE SAME PROCESS WE USE FOR PHONE PAYMENTS, MEANING THERE IS A 3% CHARGE FOR THE SERVICE.

IF YOU NEED TO KNOW THE AMOUNT OF YOUR BILL, PLEASE CALL THE OFFICE AND WE WILL BE GLAD TO HELP YOU!

IF YOU NEED TO SPEAK WITH SOMEONE IN OUR OFFICE, FEEL FREE TO CALL US AT (260)758-3193 OR EMAIL [CLERK@MARKLEINDIANA.COM](mailto:CLERK@MARKLEINDIANA.COM) BETWEEN THE HOURS OF 8:30 – 4:00 MONDAY THRU FRIDAY.