

**SUN VALLEY PUBLIC SERVICE DISTRICT  
PO BOX 95  
REYNOLDSVILLE, WV 26422  
304-623-9609**

**GENERAL INFORMATION**

**OFFICE HOURS –**

Monday thru Friday 7:00 AM to 3:30 PM – We follow the same holiday schedule as the County.

**OFFICE LOCATION & CONTACT INFORMATION –**

Mailing address:	PO Box 95, Reynoldsville, WV 26422
Physical address:	18 Sable Circle, Reynoldsville, WV 26422
Phone Number:	304-623-9609
Fax:	304-626-3505
Email:	<a href="mailto:sunvalleypsd@sunvalleypsd.com">sunvalleypsd@sunvalleypsd.com</a>

**DEPOSIT INFORMATION –**

Deposit for water - \$50.00  
Deposit for sewer - \$50.00  
Tap fee for water - \$450.00  
Tap fee for sewer - \$300.00

**PROCESS OF SIGNING UP FOR SERVICE –**

This needs to be done in person during office hours.  
You will need to fill out an application – we will need a picture ID  
Pay your deposit(s) – Check, Money Order or Cash

Once the above is completed, service will be connected within 24 business hours.

**READING OF METERS and BILLING –**

Meters are read between the 20<sup>th</sup> and 25<sup>th</sup> of each month  
Bills are mailed out on the last business day of each month  
Bills are due on the 20<sup>th</sup> of each month  
Past due notices are mailed out on the 22<sup>nd</sup> of each month

