

Jane and John Sample
123 Sample Drive
Selwyn District

Water Tax Invoice

Account number: UB.XXXXXX
Invoice date: XX July 2026
GST Number: 146-002-935
Due date: XX August 2026
Total due: \$XXX.XX

This tells you:

- Your Selwyn Water account number, which is unique to this property and the account holder.
- The date this bill was generated.
- The Selwyn Water GST number.
- The date your bill is due.
- The amount owing on your account.

This is the property that this bill relates to.

This shows the charges that have been added to your account this month. See the back of the bill for a breakdown of these charges.

Here is the total amount owing on your account. It includes any credits or charges previously owing and charges for this quarter.

Property location: 123 Sample Drive, Selwyn District

Summary	
Opening balance	\$XX.XX
Current charges - refer overleaf for details	\$XXX.XX
Total amount due XX/08/26 (includes GST of \$XX.XX)	\$XXX.XX



Billing period
If your drinking water is metered you will receive your bill following each read of your meter, approximately every 90 days. Meter readings are scheduled on a rolling basis across the district.

If you are not on a metered connection, any drinking water or wastewater fixed charges will be billed (in advance) in the first month of each calendar quarter (for example, July, October, January, April).

Account name	Account number	Amount	Due date
Jane and John Sample	UB.XXXXXX	\$XXX.XX	XX August 2026



This barcode will be scanned, if you are paying your bill in person.

If you have a water meter, you will find your meter number here. Your drinking water usage is calculated based on the difference between your previous meter reading and your current reading. If we're unable to obtain a current reading, we may estimate your usage.

Fixed charges
If you are connected to our drinking water or waste water network, you will pay a fixed charge.

Metered water usage
If you have a water meter, you will pay for the amount of water you use.

Account number: UB.XXXXXX

Usage details							
Meter ID	Last reading date	Last read	This reading date	Current read	No. of Days	Usage	
XXXXXXXX	XX/XX/26	XXXX	XX/XX/26	XXXX	XXX	XX	
						Total Usage	XX

Charge details			
Charge	Quantity	Rate	Amount
Drinking water supply (fixed charge)	X.000 SUIP*	\$XXXX per day @XX days	\$XX.XX
Wastewater supply (fixed charge)	X.000 SUIP*	\$XXXX per day @XX days	\$XX.XX
Drinking water usage (volumetric charge)	XX.000	\$XXXX per m ³ (1000 litres)	\$XX.XX
Restricted water units charge	X.000	\$XXXX per day @XX days	\$XX.XX
Total GST	\$XX.XX		
Total current charges			\$XX.XX

*We charge each property based on how many **SUIPs (Separately Used or Inhabited Parts)** it contains. A SUIP is any portion of a property that has its own ability to be used or lived in separately, such as a separate flat, dwelling, commercial space, or other area that can function independently.

Restricted supply
If you are on a restricted supply, you will pay for your restricted water units. The amount you pay depends on how many units are allocated to your property.

Customer information

- Selwyn Water bills customers quarterly. Your bill includes fixed charges and drinking water usage (volumetric) charges for the quarter.
- A late payment fee of 10% may be charged on overdue amounts.
- If you are having difficulty paying your bill, we can help with flexible payment options. For more details visit selwynwater.co.nz/financialsupport
- Sign-up for urgent water notices at selwynwater.co.nz/waternotices

*SUIP (Separately Used or Inhabited Part). A SUIP is any portion of a property that has its own ability to be used or lived in separately, such as a separate flat, dwelling, commercial space, or other area that can function independently.

Water leaks
If your water bill is higher than usual, there may be a water leak or a meter misread. We recommend contacting us to discuss this. Information on how to check for leaks is available on our website www.selwynwater.co.nz.

Use your account number as a reference, when making a payment online.

How can I pay?
To find out more about the payment methods below visit our website at selwynwater.co.nz/payyourbill.

- Direct debit**
This is the easiest way to pay your water bill. The amount owing will be direct debited from your bank account on the due date. Set up a direct debit payment on our website or call us on 0800 735 H20 (426).
- Internet and phone banking**
Log on to your bank before the due date and use the following details.
Account name: Selwyn Water
Bank Account Number: 01-1839-0955034-01
Reference: UB.XXXXXX
- Automatic payment**
You can set up an automatic payment at the frequency that suits you. However, if there is still money owing when you receive your water bill, you will need to pay the balance.
- Pay online**
Set up your MyWater account to view and pay your water bill securely online. MyWater is an online portal where you can manage your water account in one place.
- In person**
Take your water bill to any NZ Post Store or over the counter at Selwyn District Council's Service Centre at 2 Norman Kirk Drive, Rolleston

EXAMPLE

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