

Topsham Sewer District  
PO Box 370  
Topsham, ME 04086  
207-729-3612  
[topshamseweroffice@gmail.com](mailto:topshamseweroffice@gmail.com)

Welcome,

Our office is located at 1 Bowdoin Mill Island, Suite 203, in Topsham. We are in the yellow mill building above the Sea Dogs Restaurant.

Our office is open to the public, Monday – Friday, from 8:00am – 5:00pm. We are closed for lunch from 12:00pm – 1:00pm daily.

The best way to reach us is by email at [topshamseweroffice@gmail.com](mailto:topshamseweroffice@gmail.com)  
We are also available by phone at 207-729-3612 or fax at 207-319-7263.

Bills are generated quarterly. Please make sure your mailing address is up to date. Bills are mailed out as follows:

- April – for months January, February, and March
- July – for months April, May, and June
- October – for months July, August, and September
- January – for months October, November, and December

Mailed out by the 15<sup>th</sup> for accounts beginning with 1-7

Mailed out by the 30<sup>th</sup> for accounts beginning with 8-16

If you have a lot of outside water usage, water credits are allowed with the purchase of a separate submeter. The submeter will need to be read manually by the homeowner and submitted to our office every July 1<sup>st</sup> and October 1<sup>st</sup> for spring and summer credits. Please contact the office if you wish to purchase a submeter. There is a one-time fee of \$175.00 for the submeter.

Credit and Debit cards are accepted for payment online only at  
<https://epayment.informe.org/payportonline/disclaimer/1702>

There is a 2.5% processing fee to use your card online. We do not have the capability for auto pay from a checking or savings account. If you wish to keep your card on file to “auto” pay each quarter with the processing fee you may do so and the office will charge your card accordingly each quarter.

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Please complete the attached New Customer Account Information Form and return it to our office in the enclosed return envelope. Our mailing address is PO Box 370, Topsham, ME 04086.

Thank you,

*Kelly A. Byras*

Kelly A. Byras  
Office Manager/Bookkeeper