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## Well and Septic Application Processing

### Paperwork and payment submission:

At this time our offices are closed to the public, however, we will still be providing essential public health services. Applications and payments should be submitted via email or mail. Applications and payments received through the mail may take longer to process because we will wait at least 72 hours before handling the applications due to the virus's ability to survive on surfaces. If an installer or owner is required to be on site during our site visit, only one person may be there, and they must stay at least 6-feet away from our staff while in the field. During this trying time, it may take longer than usual to process applications. We appreciate your understanding.

### Payment options:

**Check Payments:** Please make checks payable to Jefferson County Health Department and include a phone number on the top of the check. Mail to address above. Please note: Applications and payments received through the mail may take longer to process because we will wait at least 72 hours before handling the applications due to the virus's ability to survive on surfaces. Be sure to include a return address or email so we may send a receipt to you.

**Credit Card Payments:** Please complete the section below and email to Danielle.R.Phillipson@wv.gov. Your receipt will be emailed back to you. If you choose this option, you will only need to complete this form the first time. On all subsequent submissions will only require the last four digits and the security code.

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**Please note: We are unable to process American Express**

**Card Holder Name:** \_\_\_\_\_

**Account #** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Security Code:** \_\_\_\_\_

**Signature:** \_\_\_\_\_