



Dear Citizens,

On **October 21st 2015**, the City of Chester updated its payment processing procedure. Effective said date, any payment (**Cash is not accepted**) made payable to the City of Chester is to be given/sent to the attention of the Treasurer's office. The only individuals authorized to accept payments in City Hall are: **Irene Tucker, Fran Golson, and Patricia Williams.**

The type of payments are, but not limited to

- Real Estate tax
- Community Room rental (**Money Order only**)
- Rubbish Fees
- Vending for City events (**Money Order only**)
- District Court checks
- Park and Event permits (**Money Order only**)
- Pool memberships (**Money Order only**)
- Escrow funds
- Zoning Fees

Below is an example of a completed receipt slip. The receipt can be completed at the Treasurer's office or printed from the City's website. Please be advised, it is the responsibility of the individual seeking City services to produce a signed receipt to the City employee overseeing the service(s) being requested. If anyone has any questions or concerns, please contact the Controller's office (610) 447-7766 or the Department of Accounts & Finance (610) 447-7781.

Sincerely,

A handwritten signature in purple ink that reads 'Edith M. Blackwell / dlm'.

Edith M. Blackwell
Controller



HOW TO COMPLETE THE PAYMENT RECEIPT SLIP

FUND

**CITY OF CHESTER
ACCOUNTS AND FINANCE**

Date Step 1

RECEIVED FROM Step 2

The Sum of Step 3 Their Check No. Step 4 Dated Step 5
For Services Rendered: Step 6

Step 7

Received by:

TREASURER'S OFFICE COPY

City Accountant

1. Input the date the receipt slip is being completed
2. Input the first and last name of the individual completing the receipt slip
3. Input the amount of the check or money order
4. Input the check number or money order tracking number
5. Input the date the check or money order was completed
6. Input the reason said payment is being made (include the date of the requested service)
7. Input a mailing address