




# BROCHURE # 91

## HOW TO READ YOUR STATEMENT



### How to Read Your Statement

- 1. DIRECT QUESTIONS TO.**  
Contact information for billing questions.
- 2. ADDRESS BLOCK.**  
Your billing address.
- 3. ONLINE ACCESS LINK.**  
Use the Online Permit Center for online services.
- 4. DATE OF TRANSACTION.**  
Date of a single transaction.
- 5. TRANSACTION.**  
Provides description of a single transaction.
- 6. AMOUNT.**  
Amount of single transaction.
- 7. BALANCE.**  
All activity, including the total amount due from prior invoices, payments received and applied, any adjustments made this period to prior invoices, and summary total of prior balance activity.
- 8. ACCOUNT STATUS.**  
Reflects current charges and any past due balances.
- 9. AMOUNT DUE.**  
Summary of prior balance activity and total new charges.



**1**  
Kitsap County  
Department of Community Development  
619 Division St, MS-36  
Port Orchard, WA 98366  
(360) 337-5777

## Statement

Date 5/15/2014

**2**  
John Smith  
555 State Street SE  
Port Orchard, WA 98367

Access the Online Permit Center at  
[www.kitsapgov.com/dcd](http://www.kitsapgov.com/dcd) to:  
**3**  
- Check permit status  
- Make a payment  
- Schedule inspections

**4**

Date	Transaction	Amount	Balance		
12/31/2012	Balance forward		0.00		
08/07/2013	PMT #R13 002885.	-5,000.00	-5,000.00		
11/18/2013	CREDMEM #14 001019. — Credit \$-200.00	-200.00	-5,200.00		
11/21/2013	INV #14 001022. Due 12/18/2013. — Reviewer Hours 2013 Hourly Rate, 47.75 @ \$125.00 = 5,968.75	5,968.75	768.75		
12/20/2013	INV #14 001023. Due 12/20/2013. — Reviewer Hours 2013 Hourly Rate, 13 @ \$125.00 = 1,625.00	1,625.00	2,393.75		
01/15/2014	INV #14 001024. Due 01/15/2014. — Reviewer Hours 2013 Hourly Rate, 1.25 @ \$125.00 = 156.25	156.25	2,550.00		
02/20/2014	INV #14 001025. Due 02/20/2014. — Reviewer Hours 2013 Hourly Rate, 0.25 @ \$125.00 = 31.25	31.25	2,581.25		
03/20/2014	INV #14 001026. Due 03/02/2014. — Reviewer Hours 2014 Hourly Rate, 0.5 @ \$130.00 = 65.00	65.00	2,646.25		
04/20/2014	INV #14 001027. Due 04/20/2014. — Reviewer Hours 2014 Hourly Rate, 0.25 @ \$130.00 = 32.50	32.50	2,678.75		
05/15/2014	INV #14 001028. Due 05/15/2014. — Reviewer Hours 2014 Hourly Rate, 13.5 @ \$130.00 = 1,755.00	1,755.00	4,433.75		
<b>8</b>					
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
1,755.00	32.50	0.00	96.25	2,550.00	<b>9</b> \$4,433.75