



RDS, I Billing Schedule

We bill quarterly (once every 3 months) by postcard invoice.

Payments may be submitted monthly (by the 10th of each month) or quarterly on the following schedule.

Quarterly payments are due by the 10th of the FIRST month of the quarter.

1st Quarter: January – March; Payment Due by January 10th

Jan 2018							Feb 2018							Mar 2018							
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	
	1*	2	3	4	5	6					1	2	3						1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	

Due dates if you pay quarterly
 * Holiday observed by RDS, I

2nd Quarter: April – June; Payment Due by April 10th

April 2018							May 2018							June 2018						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28*	29	30	31			24	25	26	27	28	29	30

RDS, I. accepts the following payment types:

- Mail - Check
- Phone - Credit/Debit (3% fee applies)
- Onsite - Check
- Cash
- Credit/Debit (3% fee applies)

Annual discount available:

- 5% discount if paying by credit/debit
- 8% discount if paying by cash/check

3rd Quarter: July - September; Payment Due by July 10th

July 2018							Aug 2018							Sept 2018						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
1	2	3	4*	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3*	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

Payments not made according to one of these schedules are subject to finance charges and possible interruption of service.

4th Quarter: October - December; Payment Due by October 10th

Oct 2018							Nov 2018							Dec 2018						
S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22*	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25*	26	27	28	29
														30	31					

BILLING ADDRESS

PO Box 2167
 Edmond, OK 73083

Please DO NOT send payments to our physical address!

Monday-Friday
 7am – 5pm
www.rdsiok.com
 405-348-8411

Additional Billing Information

RDS, I bills in calendar quarters in advance. Payments may be submitted monthly, quarterly or annually. See the information below for details.

PAYMENT SCHEDULE OPTIONS

Quarterly –

Payments are due by the 10th of the FIRST month of the quarter.

Quarter	Bill Date	Due Date
January-March	December 15	January 10
April-June	March 15	April 10
July-September	June 15	July 10
October-December	September 15	October 10

Monthly –

Payments are due by the 10th of each month.

Annually –

Discount available if at least 4 quarters are paid at one time:

5% discount if paying by credit/debit card

8% discount if paying by cash/check

PAYMENT TYPE OPTIONS

RDS, I. accepts the following payment types:

- Mail - Check
- Phone - Credit/Debit (3% fee applies)
- Onsite - Check, Cash, Credit/Debit (3% fee applies)
- Auto Pay - Credit/Debit (3% fee applies) – set up through RDS, I.
 - Bill pay – set up by customer through their bank's bill pay option

Unfortunately we don't have an online payment option, but we can set it up to automatically run a debit/credit card each month or quarter if you'd like (the 3% fee still applies).

If you choose to get set up on automatic credit/debit payments, we would run your card on one of the following schedules:

Quarterly auto-pay via credit/debit –

Quarter	Payment Date
January-March	Between Dec 9-14
April-June	Between Mar 9-14
July-September	Between Jun 9-14
October-December	Between Sept 9-14

With this option you would never receive a bill unless we have trouble running your card and are unable to reach you to get the issue corrected.

Monthly auto-pay via credit/debit –

We would run your card on the 5th of each month (or the next business day if the 5th falls on a weekend). You would still receive a billing postcard but you could dismiss it unless it reflected more than your usual quarterly amount due (which would indicate that we had trouble processing your card and you would need to contact us to resolve the issue).

Auto-pay via customer's bill pay service –

For customers that would like to set up automatic payments without the 3% fee associated with credit/debit transactions, there is usually an option to set up automatic payments through their bank's bill pay service. If you choose to do that, please note that the bank will mail us a paper check so please allow sufficient time for the payment to reach our office for processing (typically 7-14 days).