

# Effective March 17, 2020

Dear Customers:

To assist with limiting the spread and exposure to the COVID-19 virus, and at the direction of the Mayor and City Council, the City Office will be temporarily closed to walk-in business.

1. If you are coming to pay a bill, please choose one of the following options:
  - a. Drop your payment in the outside drop box
  - b. Pay with credit card on-line at [newcastlewyoming.org](http://newcastlewyoming.org)
  - c. Pay with credit card via phone, 746-3535
  
2. For new service or to disconnect service, please call the City Office at 746-3535
  
3. For all other City business or for assistance, please call 746-3535 and we will assist you or direct you to the correct department.

We apologize for this temporary inconvenience.