

SHARON WATER SUPPLY CORPORATION

PAY – BY – PHONE INSTRUCTIONS

For customers who wish to pay their Sharon WSC bill over the phone with a credit or debit card, a new service has been implemented to accommodate those payments. To access the system, just call the Sharon WSC Office at 903-342-3525 and choose option #1. After pressing 1, a brief instructional message will be played to inform callers that they must have their Sharon WSC Account Number and the Street Number of the Service Address.

These pieces of information can be found on your water bill in the top left corner of the card. When entering the account number, there is no need to enter the dashes that are a part of your Account Number. For example, the Account Number 00-00000-00 would be entered as 000000000.

For the Street Number of the Service Address, you will enter the first portion of the address as it is stated on the bill. For example, if your Service Address is listed as 301 North Main Street, “301” is what needs to be entered into the system. It is important to note that, until this payment system was enabled, Sharon WSC did not utilize the Service Address field in this same manner. Until 2024, the information contained in that field was related to the Sharon WSC System Mapping Program and was used by staff to quickly identify where the service was located within our system as it relates to our maps. When we began installation of this payment system, we were required to update those fields to a 911-style address for the service. Given that the Service Address was not utilized up until this point, many of our records did not provide that information. In an attempt to update as many records as we possibly could, some information was pulled from the Upshur, Wood, and Camp County Appraisal District websites. It is possible that these addresses are not correct. If the service address on your bill is NOT the location of the water meter, please let our office staff know by emailing sharonwater3525@gmail.com or calling during normal business hours. Please note – if your meter is installed on another property under a Utility Easement Agreement, we need the address of the meter location. For properties that do not have a 911 address assigned to them and a numerical entry in the Street Number field, unfortunately, you will not be able to utilize this payment system.

After correctly entering the Account Number and Street Number, simply follow the voice prompts to enter payment information and complete the transaction.

Like our Web Payment platform, this system is not able to accept any payment form except credit or debit cards.

Other Payment Options:

Cash, Check, Money Order, or Credit / Debit Card at the Office

By Mail – Sharon Water Supply, 6175 N. State HWY 37, Winnsboro, Tx. 75494

Online Payment Portal: [Municipal Online Payments Link](#)

- Register with an email address and password to create an account and enable Auto-Pay for your bill to be paid on the date of your choosing (1st – 15th of each month)
- Quick Pay – Pay your bill by entering the Account Number and last payment amount
- View Consumption History, Payment History, view & print copies of previous bills

Bank Draft: [Bank Draft Authorization Form](#)

- Return to our office along with a voided check to enroll
- Drafts completed on the 10th (or next business day) of each month