

## **SCHEDULED OFFICE CLOSURES**

**Monday, January 15th, 2018 (MLK Jr Day)**  
**Monday February 19<sup>th</sup>, 2018 (President's Day)**  
**Monday, May 28th, 2018 (Memorial Day)**  
**Wednesday July 4, 2018 (Independence Day)**  
**Monday September 3, 2018 (Labor Day)**  
**Thursday November 22, 2018 (Thanksgiving Day)**  
**Friday November 23, 2018 (Day after Thanksgiving)**  
**Monday December 24, 2018 (Christmas Eve)**  
**Tuesday December 25, 2018 (Christmas Day)**

## **SCHEDULED SHUTOFF DATES\***

*Jan 24<sup>th</sup> 2018*  
*Feb 21<sup>st</sup> 2018*  
*March 21<sup>st</sup> 2018*  
*April 25<sup>th</sup> 2018*  
*May 23<sup>rd</sup> 2018*  
*June 20<sup>th</sup> 2018*  
*July 25<sup>th</sup> 2018*  
*Aug 22<sup>nd</sup> 2018*  
*Sep 19<sup>th</sup> 2018*  
*Oct 24<sup>th</sup> 2018*  
*Nov 28<sup>th</sup> 2018*  
*Dec 19<sup>th</sup> 2018*

*\*These dates DO NOT apply to extension to pay requests or unpaid final bills.*



Utility payments may be made 24 hours a day via our website, the drive-up drop box at the rear of the City Administration Building or by calling 1-877-885-7968\*\*.



Income tax payments may be made 24 hours a day via our website or the drive-up drop box at the rear of the City Administration Building or by calling 1-877-885-7968\*\*.

**\*\*You must have your Xenia Utility Account number or Income Tax Account number to pay by phone**