



REQUEST FOR PAPERLESS BILLING FOR WATER / WASTEWATER

To enroll in paperless billing, please complete this form and return it to:

The Municipality of Central Elgin

450 Sunset Drive, St Thomas ON N5R 5V1

Phone: 519-631-4860 / Fax: 519-631-4036

Email: finance@centralelgin.org

Name(s): _____
Account No: _____
Property Address: _____
Telephone: _____
Email: _____

In this Authorization, "I", "me" and "my" refers to each Account Holder who signs below.

1. By using the paperless bill service, you accept that you will no longer receive a paper bill.
2. Once you have applied for the paperless bill service, an email will be sent to you with an attached PDF file of your billing.
3. You must have a valid e-mail address to use the paperless bill service. You must provide us with the correct and currently valid address of the email account to which you would like your bill to be sent. The accuracy of the email address is entirely your responsibility and in particular, but without limitation, should that email account ever become invalid or should you wish your bill to be sent to a different account it shall be your responsibility to notify us. You shall remain fully liable for any bills which have been sent to your previous email address.
4. The Municipality reserves the right to refuse use of the paperless service to anyone for any reason whatsoever in its absolute discretion. Further, we reserve the right to modify or discontinue (permanently or temporarily) the paperless service to you at our discretion.
5. All bills sent to you by email are payable to the Municipality of Central Elgin and are due payable on the "payable by date" of each bill. You shall remain fully responsible and liable to pay any bills emailed to the email address you have specified regardless of whether or not you access that email account and read the relevant attachment, are disconnected from your email account for any reason or fail to read the email, or for any other reason.
6. If you do not pay your bills on time the Municipality of Central Elgin will issue reminders that will be sent via the postal system.
7. If you wish to cancel the paperless bill service, you must notify our office immediately. We will cancel your paperless bill within 5 working days of such notification and after that date no further billings will be sent to you by email. However, you shall remain fully responsible for paying in full, for any emailed billing sent to you on or before the date on which your paperless bill had been cancelled.
8. The Municipality of Central Elgin's paperless bill service is provided free of charge.

Any personal information provided on this form is collected, used and disclosed in accordance with the *Municipal Freedom of Information Protection of Privacy Act (MFIPPA)*. We will not sell, share, or rent your personal information to any third party. The Municipality will only use or disclose your personal information in accordance with what is permitted under MFIPPA

Signature of Account Holder: _____ Date: _____

Signature of Joint Account Holder (if applicable): _____ Date: _____