



## APPLICATION FOR UTILITY ELECTRONIC BILL (E-BILL)

The Town of Tisdale offers the opportunity for our customers to receive utility bills as attachments in an e-mail rather than by regular mail. E-Bill will allow you:

- 1) to easily access, print, and reprint utility bills as you need,
- 2) to receive your bill promptly – faster than standard mail, and
- 3) to conveniently store bills electronically.

Transmitting information by e-mail has some risks that residents should be aware of. These include, but are not limited to, the following:

- 1) E-mail can be circulated, forwarded, and stored in numerous paper and electronic files.
- 2) E-mail can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- 3) E-mail senders can easily misaddress an email.
- 4) E-mail is easier to falsify than handwritten or signed documents.
- 5) Backup copies of e-mail may exist even after the sender or the recipient has deleted their copy.
- 6) E-mail can be intercepted, altered, forwarded, or used without authorization or detection.
- 7) E-mail can be used to introduce viruses into computer systems.

The Town of Tisdale will use reasonable means to protect the security and confidentiality of e-mail information sent and received. However, because of the risks outlined above, the municipality cannot guarantee the security and confidentiality of e-mail communication, and will not be liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of e-mail for the delivery of municipal notices.

Consent to the use of e-mail for the delivery of utility bills includes an agreement with the following:

- 1) Failure to receive an e-mailed utility bill does not release me from my responsibility to pay any charges specified on the notice, or any penalties, which may be incurred by late payment.
- 2) I will inform the Town of Tisdale of any change in my e-mail address as soon as possible, to prevent the misdirection of notices and reduce the risk of not receiving a notice.
- 3) I may withdraw from e-mail delivery at any time. To do so I will inform the Town of Tisdale and all notices which were previously e-mailed to me will be sent by regular mail.

***By signing below, I acknowledge that I have read and fully understand this document, and consent to the delivery of the utility bills from the Town of Tisdale to me by email.***

Email Address to be used for e-bill: \_\_\_\_\_

Account Name \_\_\_\_\_  
Service (Physical) Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact No. \_\_\_\_\_

Authorized Signing Authority: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signing Authority: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_