



## ELECTRONIC PAPERLESS BILLING (E-BILL) AUTHORIZATION FORM

To register to have your utility bill delivered electronically to your email address, please complete and sign this form and return it to the City of Ashland by one of the following methods. **YOU WILL NO LONGER RECEIVE A PAPER BILL IN THE MAIL.**

1. Email to [utilityclerk@ashlandmo.us](mailto:utilityclerk@ashlandmo.us)
2. Mail to City of Ashland, P.O. Box 135, Ashland, MO 65010
3. Deliver in person to 101 W. Broadway, Ashland, MO 65010
4. Drop in the payment drop box located at 101 W. Broadway, Ashland, MO 65010

Please add [CityofAshlandUtilityBilling@gmail.com](mailto:CityofAshlandUtilityBilling@gmail.com) to your approved list to insure the bill reaches your inbox.

### AUTHORIZATION TO DELIVER UTILITY BILL VIA EMAIL

Please print clearly.

- Utility Account Number: \_\_\_\_\_
- Name on Utility Account: \_\_\_\_\_
- Service Address: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

I authorize the City of Ashland to deliver my utility bill to the above email address. I understand that I will no longer receive paper bills. This authorization will remain in effect until written notice of termination is provided to the City of Ashland.

INITIAL \_\_\_\_\_

I agree to provide the City of Ashland an accurate email address for paperless billing of the municipal water and sewer charges as relevant to my account. I agree to notify the City of Ashland of change in email address for paperless billing with the understanding that an address change will be implemented for all water and sewer bills following the date of the notice by more than 7 days. I accept that the paperless bill will be the sole means by which the City of Ashland will notify me of charges due in this utility account. I acknowledge that any emailed bill noticed issued to the address provided to the City of Ashland is a valid and properly issued bill, and failure to receive it does not alter the obligation to make payment on time. Fees accrued to late balances will remain fully collectible in instances of failure to receive the emailed bill notice. I understand that in addition to these Terms and Conditions, the procedures and policies with regard to fees, billing and collection procedures found in Chapter 14 Sewer, Water and Solid Waste of the Ashland City Code apply to paperless billing.

- I have read, understand and acknowledge the above terms and conditions. I AGREE \_\_\_\_\_