

As of January 25<sup>th</sup>, 2016 The Town of Crossfield will be offering the option of receiving your bi-monthly Utility bill by email.

If you are interested in signing up please read the below form, sign it and return it to the Town Office before the next billing date.

A \$2.00 Paper Bill fee will be added to all accounts that receive their bill via post mail.

- email at [town@crossfieldalberta.com](mailto:town@crossfieldalberta.com)
- Fax at 403-946-4523
- Mail to Box 500, Crossfield Alberta, T0M 0S0
- Or drop it off at the Town Office

Please keep a copy for your records.

## E-Bill Utility Service Agreement

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Utility Account Number(s)

\_\_\_\_\_  
Street Address(s)

Please indicate **Owner or Renter**

I, \_\_\_\_\_ have read and agreed to the present terms and conditions listed below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please read the following terms and conditions carefully, as they contain important information that should be known before subscribing to the E-Bill service.

- The Utility invoice will be provided to the subscriber as a PDF attachment via the email address supplied.
- It is the subscribers' responsibility to provide the correct email address and to inform the Town of Crossfield of any changes to their email address. If you have not received your Town utility invoice by the 30<sup>th</sup> of every 2nd month (January, March, May, July, September and November), please contact the Town Office at 403-946-5565. **Non-receipt is not justification for late payment and penalties will apply.**
- Printed copies of your e-bill can be used to pay at the Town Office, financial institutions, online, telephone banking, or by mailing a cheque or money order.
- When you agree to the Terms and Conditions of this service, you will no longer receive a paper utility invoice from the Town of Crossfield.
- The customer is responsible to pay in full and on time whether the bill has been based on an estimate or actual reading. Failure to receive or loss of the utility statement will not be accepted as reasons for either non-payment or for exemption of late penalties.

The information on this form is collected under the authority of section 33 (c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Town of Crossfield.