

# City of Swartz Creek


## Utility E-Bill Authorization Form



Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Phone: Home: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

**Please Print Clearly**

### TERMS AND CONDITIONS

- You have the right to withdraw your consent at any time by contacting the Water Department at 810-635-4464
- Once enrolled in the electronic E-bill program, you are responsible for ensuring receipt of the email. Once the address is affirmed, the City of Swartz Creek will send your statement to the email address you provide. If you fail to receive it, you are still responsible for all charges on the account by the due date. If payment is received after the due date, penalties will apply. In order to ensure that we are able to provide you with accurate billing information, **you must update us with any changes in your email address.** The City cannot ensure electronic delivery of your utility bill.
- **YOU WILL NO LONGER RECEIVE A COPY OF YOUR BILL THROUGH THE US POSTAL SYSTEM.** Once the system transition is complete, the email bill will be the only copy sent.
- All electronic bill statements can be printed and saved electronically to your computer for your records.

*Test emails will be sent at set up. A confirmation response **MUST BE SENT BACK** before utility bills will be emailed. **If email comes back as "undeliverable", a paper bill will be mailed until a correct email address is provided to the City.***

Initials

I have read and understand the terms and conditions, and by signing below I authorize the City of Swartz Creek to send utility bills for this account to my email address.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Return Form To:

City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473

(810)635-2887 FAX  
utilitybilling@cityofswartzcreek.org