



# E-Bill Authorization Form

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**Please Note, Customers who register for e-billing will not longer receive a paper copy of their bill.**

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Print out this form and write your information in the spaces provided. Please sign the printed copy before returning it to the Town Office.

You can deliver your **signed** form in the following ways,

1. Mail to Town of Ponoka, 5102 – 48<sup>th</sup> avenue Ponoka, AB T4J 1P7.

**ATTENTION: Utilities Department**

3. Use the after hours drop box located next to the front entrance of the Town Hall.
4. Deliver in person to the Town Hall, 5102 – 48<sup>th</sup> Avenue in Ponoka.

**Note: Please add the sending email address [no-reply@Ponoka.org](mailto:no-reply@Ponoka.org) to your spam filter's approved list to insure the bill reaches your inbox.**

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## AUTHORIZATION TO DELIVER BILL VIA EMAIL

**Please print clearly.**

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

**Water Billing Account Number:** \_\_\_\_\_

*EXAMPLE: 00120861.01*

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

**E-mail Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

I hereby authorize the Town of Ponoka to deliver my water bill to the above stated e-mail address. This authorization will remain in effect until written notice of termination is given to the Town of Ponoka. In the event that my e-mail address changes, I understand that I am responsible for notifying the Town within ten business days. I also understand that I am responsible for any late fees that may be incurred due to the inability to deliver a bill due to an invalid e-mail address.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_