



## Loyalist Township is pleased to announce that we now offer E-Billing Services for Utilities Bills

Go paperless with Loyalist Township Utilities and you will receive a PDF version of your water and sewer bill delivered directly to your email account. The e-bill will look exactly the same as your current paper bill and your bill dates will remain the same, as will your payment options. If you are interested in going paperless, please fill out and submit this form.

**Please download and save the form to your computer prior to completing.** The **completed** document can then be attached in an email and sent to [utilitiesbills@loyalist.ca](mailto:utilitiesbills@loyalist.ca).

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

Utilities Account Number: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

*All fields mandatory*

Yes, please sign me up for E-Billing Services for my Utilities Bill(s).

It is the customer's responsibility to notify Loyalist Township in writing if there is a change to the email address where the utilities bill is being sent. If the electronic bill is undeliverable a paper copy of the bill will be sent. It is also up to the customer to notify Loyalist Township if a bill is not received.

Whether you choose to receive your bill electronically or continue receiving a paper copy, if you do not receive your regular bi-monthly utilities bill, please contact our office for a copy and to confirm your information. Penalties on late payments will not be waived for accounts that miss the deadline due to outdated contact information.

Please note that any information gathered will be used for the purpose of Loyalist Township Utilities e-billing. Your information will be kept secure and confidential.