



UTILITIES EMAIL REQUEST FORM

If you wish to receive your utility bill by **email only**, please complete this form and return it to the Town Office:

Utility Account Number	
Street Address	
Mailing Address	
Property Owner	
Property Owner's Email Address	
Occupier (if applicable for rental property)	
Occupier's Email Address	

- Please note that if there are any changes to these email addresses, it is the responsibility of the Owner and/or Occupier to inform the Town accordingly.
- A customer is not excused from paying Utility Charges by reason of non-receipt of a Utility Bill, whatever the reason for non-receipt
- Payment due dates do not change. Penalties still apply if payment is late for any reason
- Once enrolled in the program, your Utility Bill will no longer be mailed to you.
- If the Owner has designated an agent to act on their behalf, written authorization from the Owner is required.

I agree that I have requested to receive my Utility Bill **via email only** and that it is my responsibility to inform the Town of Gibbons should my email address change.

Signature of Owner/Agent

Signature of Occupier (if applicable)

Name (Please Print)

Name (Please Print)

Date

Date

The information on this form is collected under the provisions of the *Freedom of Information and Protection of Privacy Act* Section 33(c). It will be used for the purpose of account administration and may be shared with other Town Departments for a consistent purpose. If you have any questions about the use of your personal information provided on this form, please contact the Town of Gibbons FOIP Coordinator at 780-923-3331.

EMAIL COMPLETED FORM TO: gov@gibbons.ca