

# City of Wayland

*"Committed to Excellence"*

The City of Wayland is pleased to offer a convenient and paperless way to receive your water and sewer bill. With Electronic Billing (E-Bill), you will receive your monthly utility bill via email and no longer receive a paper copy. However, you will receive a notice in the mail if the bill has not been paid by the past due date. The E-Bill will look the same as your current bill does now.

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## AUTHORIZATION TO DELIVER UTILITY BILL VIA EMAIL

### **Please Print Clearly**

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

Name on Utility Account: \_\_\_\_\_

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

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

Cell Phone Number: \_\_\_\_\_

I authorize the City of Wayland to deliver my utility bill to the above email address. I understand that I will no longer receive a paper bill. This authorization will remain in effect until written notice of termination is provided to the City of Wayland.

***Initial*** \_\_\_\_\_

In the event that my email address changes, I understand that I am responsible for notifying the City of Wayland.

***Initial*** \_\_\_\_\_

Non-receipt of an E-Bill does not alter the due date, late fees, or other fees associated with non-payment of your utility bill.

***Initial*** \_\_\_\_\_

Regardless of receipt of an E-Bill, you must pay your utility bill by the due date of the 15<sup>th</sup> of each month.

***Initial*** \_\_\_\_\_

To ensure that your E-Bill reaches your e-mail inbox (and not the junk or spam folder): Add [utilitybilling@cityofwayland.org](mailto:utilitybilling@cityofwayland.org) to your address book or add [utilitybilling@cityofwayland.org](mailto:utilitybilling@cityofwayland.org) to your accepted senders list

***Initial*** \_\_\_\_\_

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Signature: \_\_\_\_\_ City Staff: \_\_\_\_\_

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

Please print this form, sign, and return the completed form either in person to City Hall, by mail, or by email to [utilitybilling@cityofwayland.org](mailto:utilitybilling@cityofwayland.org).

103 South Main Street ● Wayland, MI 49348 ● Phone: 269-792-2265

Fax: 269-792-0387 ● [www.cityofwayland.org](http://www.cityofwayland.org)