TOWN OF Westlock
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Phone: (780) 349-4444 Fax: (780) 349-4436
finance@westlock.ca www.westlock.ca



Utility e-Billing Registration Form

The Town of Westlock is now offering a free utility e-Billing option to customers with utility billing accounts. With this service customers can opt out of receiving a paper bill through the mail and instead elect to receive their utility bill via e-mail.

To get started, simply fill out and return the authorization form at the bottom of this page or email finance@westlock.ca, Subject line: Register for e-Bill, with the Name on the Utility account, Service address, Account number, Owner's phone number(s), and your Email address. Customers may sign up more than one utility billing account for e-Billing.

Choosing to sign up for e-Billing will not affect the way you pay your utility bills. Customers will continue to have the following options for payment: Pre-Authorized payments, At your bank, Through the mail, Online/Telephone banking, In person by Cash, Cheque, Visa, MasterCard, American Express, and Interac. An after-hours drop-off box is available for use at the front entrance of the Town Office.

PLEASE NOTE:
If you change your email address, you will be responsible for contacting the Utility Department with your new information. Non-receipt of your e-bill is not justification for late payment and penalties will apply, as well as standard non-payment water shut off procedures.

All monthly utility billings will be electronically delivered to the email address you provide by the 7th day of each month. If you do not receive your e-bill by these dates, or have further questions about utility e-billing, please contact the Utility Billing Department at (780) 349-4444

Town of Westlock Utility e-Billing Registration From

Name(s) on Account: _____

Service Address: _____

Utility Account #: _____

Telephone: _____ **Other (Cell, Fax, Etc.):** _____ **(Please specify type)**

Email Address: _____

SIGNED: _____ **DATE:** _____

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used to process your application. This collection is authorized by section 4(c) of the *Protection of Privacy Act* (POPA). The personal information that you provide may be made public, subject to the provisions of the *Access to Information Act* (ATIA). If you have any questions about the collection, use, and disclosure of this information, please contact the Access to Information and Protection of Privacy Coordinator with the Town of Westlock at 780-349-4444.