

# GO PAPERLESS

The Town offers paperless **e-statements** for utilities and will for tax notices in 2019. Help the Town protect the environment by signing up. To sign up complete the form below.

Please Note: As of **September 15, 2018** those who do not sign up for e-statements and choose to continue to receive paper statements will be charged a **paper statement administration fee of \$1.50 per statement**. Sign up today to avoid this fee.



## TOWN OF CLARESHOLM E-STATEMENT SERVICE AGREEMENT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Utility Account Number(s) – (List accounts you would like to receive e-statements for)

\_\_\_\_\_  
Property Tax Roll Number(s) – (List rolls you would like to receive e-statements for)

\_\_\_\_\_  
Property or Service Address(es)

By Signing below I signify that I, the subscriber, have read and agree to the terms as follows:

- The e-statements for utilities or e-notices for property taxes will be provided to the subscriber via email, as a PDF attachment, to the email address listed above.
- It is the subscribers' responsibility to provide the correct email address to the Town and to inform the Town, in writing, of any changes to that address. **Non-receipt is not justification for late payment (and penalties will not be waived as a result).**
- When you agree to the terms and conditions of this service you will no longer receive a paper copy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The personal information on this form is being collected to provide paperless statements for utility and property tax accounts and is authorized under section 33(b) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact the CAO, Marian Carlson, at 403.625.3381

## Additional Information

### Payment Options

- By pre-authorized debit. Forms are available on the Town's website at [www.claresholm.ca](http://www.claresholm.ca) or at the Town Office.
  - For pre-authorized debit payments for Utilities please obtain and complete the "Utility Payment Plan (UPP)" form.
  - For pre-authorized debit payments for Taxes, you must sign up for the Tax Instalment Payment Plan (T.I.P.P.) program. The application along with your bank information must be submitted to the Town Office prior to December 20<sup>th</sup> of the current year, in order to sign up for the following year. Your tax account must be at a zero balance in order to sign up. R
- Online Bill Pay or Telephone banking with your bank. Search "Claresholm" for the payee and there should be separate options for "Town of Claresholm – Tax Payments" and "Town of Claresholm – Utilities". Enter your tax roll number or utility account number for the account number.
- In person at the Town Office by cash, cheque, money order, or debit
- Mailed or dropped in the mail slot located at the main entrance at the Town Office by cheque or money order with your invoice remittance portion of your statement (printed)

**Note: Payments that do not clear due to insufficient funds are subject to additional penalties.**