

# VILLAGE OF EMPIRE

## WATER E-BILL ENROLLMENT FORM

In response to many requests from customers like you, we are happy to offer an e-bill option that will automatically send your water bill to your email address. Simply complete the attached enrollment form and return to:

Village of Empire:  
P.O. Box 253, Empire, MI 49630 or  
[deputyclerk@villageofempire.com](mailto:deputyclerk@villageofempire.com)

It's that easy!

Allow 30 days for enrollment to or termination from the e-bill program.

## Village of Empire E-Bill Enrollment Form

I authorize the Village of Empire to automatically email my water bill to my email address listed below. I can notify the Village to terminate this authorization at any time. I have read and understood the terms & conditions, and by signing below, I authorize the Village of Empire to send utility bill(s) for this account to my email address.

Utility Account Number:

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Name on Account:

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Service Address:

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Email Address:

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### Important Note:

Enrollment cannot be completed without your signature below:

Accountholder Signature:      Date:

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Phone Number:

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## E-Bill Terms & Conditions

- Once enrolled in the electronic e-bill program, you are responsible for ensuring receipt of the email. The Village of Empire will email your Water Utility to the email address you provide and if you fail to receive it, you are responsible for all charges on the account by the due date. If payment is received after the due date, penalties will apply. In order to ensure that we are able to provide you with accurate billing information, ***you must update us with any change(s) in your email address.***
- ***You will no longer receive a printed copy of your utility bill through the US Postal Service.*** Once the system transition is complete, the email bill will be the only copy sent.
- All electronic bill statements can be printed and saved electronically to your computer for your records.
- If you use spam filters for emails, please add the Village of Empire Utility email to your approved senders list, [deputyclerk@villageofempire.com](mailto:deputyclerk@villageofempire.com).

## VILLAGE OF EMPIRE

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