



The Municipality of the
VILLAGE OF BURK'S FALLS

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Utilities Billing Notice Email Consent Form

The Corporation of the Village of Burk's Falls offers residents the opportunity to receive Municipal Utilities Billing Notices as an email attachment rather than by regular mail.

Transmitting information by email has a number of risks.

The Corporation of the Village of Burk's Falls will use reasonable means to protect the security and confidentiality of email information sent and received. However, because of the risks associated with email, the Village cannot guarantee the security and confidentiality of email communications, and will not be liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of email for delivery of Municipal Utilities Billing Notices.

Consent to the use of email for the delivery of Municipal Utilities Billing Notices requires agreement with the following:

1. I agree to add the Village of Burk's Falls as a contact to the email address that I have provided.
2. Failure to receive an emailed Municipal Utilities Billing Notice does not release me from my responsibility to pay any charges specified on the Notice, or any penalties which may be incurred by late payment.
3. I will inform the Corporation of the Village of Burk's Falls of any change to my email address as soon as possible, to prevent the misdirection of Notices and reduce the risk of my not receiving a Notice.
4. I may withdraw from email delivery at any time. To do so, I will inform the Corporation of the Village of Burk's Falls, in writing, and all future Notices will be sent to you by regular mail.
5. Completed forms can be returned to the municipal office or emailed to treasurer@burksfalls.ca

CUSTOMER ACKNOWLEDGEMENT AND CONSENT

Customer Name _____ **Account Number** _____

Customer Mailing Address _____

Customer Email Address _____

I acknowledge that I have read and fully understand this document, and consent to the delivery of Municipal Utilities Billing Notices from the Corporation of the Village of Burk's Falls to me by email.

Customer Signature _____ **Date** _____

Utilities Billing Notices are sent out bi-monthly – six (6) times per year. Payment due dates are:

January 30th, March 30th, May 30th, July 30th, September 30th, and November 30th.