

**TOWN OF**  
**LOUISVILLE**

**ELECTRONIC PAPERLESS BILLING (E-BILL)**

14810 State Highway 37  
Massena, NY 13662  
(315) 764-7473

**AUTHORIZATON FORM**

By completing and submitting this form, you authorize the Town of Louisville to deliver your water bill electronically to your email address, and that any other agreements, notices, disclosures and other communications regarding your water account sent electronically to your email address, satisfy the legal requirement for provision of these items in writing. Once processed, **YOU WILL NO LONGER RECEIVE A PAPER BILL IN THE MAIL.**

You agree to provide the Town of Louisville with a true, accurate and complete email address. You agree to promptly notify the Town of Louisville if there is a change to your contact information, specifically your email address. You may withdraw this consent at any time by contacting the Town of Louisville.

You accept that the e-bill will be the sole means by which the Town of Louisville will notify you of charges due on this account. You acknowledge that any e-bill issued to the email address provided, is a valid and properly issued bill, and failure to receive it does not alter the obligation to make payment on time. Fees accrued to late balances will remain fully collectible in instances of failure to receive the e-bill. You understand that in addition to these Terms and Conditions, the procedures and policies with regard to fees, billing and collection procedures found in the Town of Louisville Water Law also apply to electronic billing.

Completed forms should be submitted to the Town of Louisville at 14810 State Highway 37, in person, by mail, or via the payment drop box. Completed forms may also be submitted via email to [water@louisvilleny.gov](mailto:water@louisvilleny.gov).

**Please print clearly.**

Date	
Account Number	
Name on Account	
Service Address	
Email Address	
Phone Number	
Signature	

Please add [water@louisvilleny.gov](mailto:water@louisvilleny.gov) to your approved sender list to ensure the bill reaches your inbox.