

### Authorization for Utility E-Bill

**Customer Name** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**Service Address** \_\_\_\_\_

**Email Address** \_\_\_\_\_

Please read and acknowledge this important information regarding your e-bill delivery method.

#### **Terms and Conditions:**

- By completing this enrollment form, you are choosing to receive your City of Richmond utility bill electronically and will **not** be receiving a utility bill by mail.
- You have the right to withdraw this consent at any time by contacting the City.
- Once enrolled in the E-Bill program, you are responsible for ensuring receipt of the email. The City will email your utility bill to the email address that you provide, and if you fail to receive it, you are still responsible for all charges on the account by the due date. While the City makes every attempt, it cannot ensure any electronic delivery.
- To update or change your email address, you must complete a new Authorization for Utility E-Bill form.
- Failure to receive or view the bill or failure to notify the City of any email address changes does not waive penalties or fees and the account will still be subject for disconnection due to non-payment. Automatic bill pay options are available.
- If you use spam filters for emails, please add the City's email address to your approved senders list: [noreply@cityofrichmondmo.org](mailto:noreply@cityofrichmondmo.org)

I have read and understand the Terms and Conditions, and by signing below, I authorize the City of Richmond to send utility bills for this account to my email address provided above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed form to: City of Richmond  
205 Summit Street  
Richmond, MO 64085  
[wvanoster@cityofrichmondmo.org](mailto:wvanoster@cityofrichmondmo.org)