



## REGISTRATION FOR ELECTRONIC INVOICING

The Town of Smoky Lake is now offering an invoice e-Billing option to customers with accounts receivable accounts. With this service customers can opt out of receiving a paper bill through the mail and instead elect to receive an invoice notification via e-mail.

Choosing to sign up for e-Billing will not affect the way you pay your invoices. Customers will continue to have the following options for payment: Cash, Cheque, Debit, Credit Cards (Visa and MasterCard), Online Payments, Online/Telephone Banking and Pre-Authorized Payments. Customers may sign up more than one account for e-Billing.

If you ever decide to stop the E-Billing Notification service, simply e-mail your request to: [accountingclerk@smokylake.ca](mailto:accountingclerk@smokylake.ca) or call the Town Office at (780) 656-3674.

To get started, simply fill out and return the authorization form at the bottom of this page to

- Mail: Town of Smoky Lake, Attn: Accounting Clerk, P.O Box 460 Smoky Lake, AB.
- Email: [accountingclerk@smokylake.ca](mailto:accountingclerk@smokylake.ca)
- In Person: 56 Wheatland Avenue in Smoky Lake AB.

<b>CUSTOMER INFORMATION (PLEASE PRINT)</b>	
Name on Account:	
Account Number:	
Email Address:	
Residence Phone:	Business/Cell Phone:
<b>AUTHORIZATION</b>	
Authorized Signature:	Date Signed: _____ (DD-MM-YYYY)

**PLEASE NOTE:**

If you change your email address, you will be responsible for contacting the Town Office with your new information. If you do not receive your e-bill, please contact the Accounts Receivable Department at (780) 656-3674.

\*\*This information is being collected in accordance with section 33 (c) of FOIP for the implementation of the Town of Smoky Lake e-billing project. To protect your privacy this information will not be shared, traded or sold or used for any purpose other than that described above and is protected by the Freedom of Information and Protection of Privacy Act.