

REGISTRATION FORM FOR ELECTRONIC INVOICING

The Town of Smoky Lake offers an invoice e-Billing option to customers with account receivable accounts. With this service, customers can opt out of receiving a paper bill through postage mail and elect to receive an invoice via e-mail.

E-Billing does not affect the way you pay your invoices. Customers will continue to have the following options for payment: Cash, Cheque, Debit/Credit, Online/Telephone Payments, and Pre-Authorized Payments. Customers are eligible to sign up more than one account for e-Billing.

Please fill out and return the below authorization form via email at accountingclerk@smokylake.ca, in person at 56 Wheatland Ave Smoky Lake, AB, or by mail to the Town of Smoky Lake Attn: Accounting Clerk, PO Box 460 Smoky Lake, AB.

Customer Information (please print)

Name on Account: _____

Account Number: _____

Email Address: _____

Residence Phone: _____ Business/Cell Phone: _____

Please contact the Accounts Receivable Department at accountingclerk@smokylake.ca or (780) 656-3674 if any of the following are applicable:

- The termination of the e-billing notification service
- The email address on the account needs to be corrected or changed
- If you have not received your e-bill

OFFICE USE ONLY

Authorized Signature: _____ Date: _____

Freedom of Information and Protection of Privacy Act Collection Notice: By submitting the above information, your name, phone numbers, email address, and account number are being collected in line with section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. This information will be used to process your registration regarding e-billing by the Town of Smoky Lake. If you have any questions about the collection of your personal information, you may contact the Town of Smoky Lake at 56 Wheatland Ave, Smoky Lake, AB T0A 3C0, 780-656-3674, or legislative@smokylake.ca.