



PO Box 460 | 56 Wheatland Ave  
Smoky Lake, AB T0A 3C0  
Phone: 780-656-3674 | Fax: 780-656-3675  
Email: [town@smokylake.ca](mailto:town@smokylake.ca) |  
Website: [www.smokylake.ca](http://www.smokylake.ca)

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## **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](mailto: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](mailto: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

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*Protection of Privacy Act Collection Notice: By submitting this application, you are providing personal information including your name, phone numbers, email address, and account number. This information is being collected in accordance with Section 4(c) of the Protection of Privacy Act. This information will be used to process your registration regarding e-billing by the Town of Smoky Lake. For 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](mailto:legislative@smokylake.ca).*