

Hartland Township Authorization for Electronic Submission of Quarterly Sewer & Water Utility Bill



Hartland Township is pleased to offer another method for its residents and customers to receive their quarterly sewer & water utility bill(s). By simply submitting this form, your quarterly utility bill will be electronically sent via e-mail to the address provided.

I (we) hereby authorize Hartland Township (the "Township") to initiate the Electronic Submission of my (our) Quarterly Sewer & Water Bill to the e-mail address provided on this form. I (we) understand that it is my (our) responsibility to provide the Township with a valid and current e-mail address in order to receive this service. I (we) further understand that I (we) will no longer receive postcard bills via U.S. mail while signed up for this service and payment due dates must still be observed to avoid late fees. Quarterly utility bills are sent on or near the 10th of January, April, July, and October. The sender will appear as BSA UB System (please check your spam/junk folder). This authorization can be terminated at any time by submitting written notification to the Township.

Please check one:

- YES** – I (we) would like to participate in the Electronic Submission of my (our) Quarterly Sewer & Water Utility Bill. I (we) understand that the quarterly sewer & water bill will be electronically sent via e-mail to the address provided on this form.
- CHANGE** – Please change the e-mail address for where my (our) quarterly sewer & water bill is electronically sent. I (we) have listed the new address below.
- STOP** – Please stop my (our) participation in the Electronic Submission of Quarterly Sewer & Water Utility Bills (when this service is stopped, you will automatically go back to receiving postcard bills via U.S. mail).

Name(s) on Account _____

Billing Address _____

Utility Billing Account Number _____

Phone Number(s) _____

E-mail Address _____

_____/_____/_____

Signature(s)

Date

Submit form to: *Hartland Township Finance Department, 2655 Clark Road, Hartland, MI 48353, or to utilitybilling@hartlandtwp.com. Completed form(s) must be received by Finance Dept. by the 1st of a billing month (January, April, July, and October) in order to send the utility bill electronically. If received after this due date, it will become effective the following quarter.*