

Office of the Water Department



A Great Place to Call Home!

Water Bill E-Bill Authorization Form

****Please Print Legibly****

Customer Name _____

Account Number _____

Service Address _____

Mailing Address _____

Phone Number _____

E-Mail Address _____

Please read and acknowledge this important information regarding your statement delivery method.

Terms and Conditions

- By completing this enrollment form, you are choosing to receive your City of Garden City water bill electronically and will **not** be receiving a water bill in the mail.
- You have the right to withdraw your consent at any time by filling out the E-Mail of Water Bill Discontinuation Form. You can contact the Water Department at (734) 793-1630 to have the form sent to you.
- Once enrolled in the electronic e-bill program, you are responsible for ensuring receipt of the e-mail. The City of Garden City will e-mail your statement to the address you provide. Failure to receive the e-mail of the water bill does not waive the penalty. If payment is received after the due date, penalties will apply. In order to ensure that we are able to provide you with accurate billing information, **you must update us with any changes in your e-mail address.** The City of Garden City cannot ensure electronic delivery of your water bill.
- All electronic bill statements can be printed and saved electronically to your computer for your records.
- If you use spam filters for e-mails, please add the City of Garden City e-mail address to your approved senders list, waterbills@gardencitymi.org.

I have read and understand the Terms and Conditions, and by signing below, I authorize the City of Garden City to send water bills for this account to my e-mail address.

Signature _____

Date _____

Please return completed form to:

City of Garden City
ATTN: Water Department
6000 Middlebelt Rd.
Garden City, MI 48135-2499

6000 Middlebelt Road, Garden City, MI 48135 (734) 793-1630 (734) 793-1601 (FAX)