



**CITY OF MASON
FINANCE DEPARTMENT
UTILITY E-BILL AUTHORIZATION FORM**

Telephone (517) 676-9155 Fax (517) 676-1330

Go Green!! Go Paperless!!

By signing this document, I authorize the City of Mason to email my utility bill(s). The utility bill is the **only** bill sent by email, past due and shutoff cards will be sent by regular mail. To receive printed bills instead of e-bills, a written notice must be submitted to the City of Mason. If your email address changes, it is your responsibility to notify the City. **Failure to receive bill does not waive the penalty.**

Please add the City of Mason Utility Bill to your approved senders list. If you do not receive an electronic bill, check your SPAM folder to see if it has been filtered there.

All final bills will be mailed even if e-bill has been selected.

To register please complete this form and return it to the City by any of the following means:

- Email the completed form to jacquij@mason.mi.us
- Mail to City of Mason, Utility Billing, 201 W Ash, Mason, MI 48854
- Use the after-hours drop box located in front of City Hall
- Deliver in person to City Hall, Finance Department 2nd Floor, 201 W Ash

Please print:

Name(s) on Utility Account(s): _____

Service Address: _____

Utility Account Number: _____

Email Address: _____

Phone Number: _____

Signature: _____

Date: _____