



CITY OF IMLAY CITY

MUNICIPAL OFFICES

150 NORTH MAIN STREET, IMLAY CITY, MI 48444
(810) 724-2135 • (810) 724-1861 FAX
www.imlaycity.org



PAPERLESS BILLING AUTHORIZATION

Emailing Utility Bills

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

Terms and Conditions

- By completing this enrollment form, you are choosing to receive your City of Imlay City Utility Bill electronically and will **not** be receiving a bill by mail.
- You have the right to withdraw your consent at any time by contacting the Utility Biller at (810)724-2135.
- Once enrolled in the electronic e-bill program, you are responsible for ensuring receipt of the email. The City of Imlay City will email your statement to the email address you provide and even if you fail to receive it, you remain responsible for all charges on the account by the due date. 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 the City of Imlay City with any changes in your email address by calling (810)724-2135.** The City cannot ensure electronic delivery of your utility bill.
- All electronic bills can be printed and/or saved electronically to your computer for your records.
- If you use spam filters for emails, please add the City of Imlay City to your approved senders list, utilitybiller@imlaycity.org.

CUSTOMER INFORMATION

Customer Name: _____

Phone Number: _____

Utility Service Address: _____

I have read and understand the Terms and Conditions, and by signing below, I authorize the City of Imlay City to send utility bills for this account to my email address listed below.

My email address: _____

Signature: _____

Date: _____

Return by following means:

1. Email completed authorization form to utilitybiller@imlaycity.org
2. Mail to 150 N. Main St., Imlay City, MI 48444
3. Use the drop box located near the front entrance at 150 N. Main St., Imlay City, MI 48444
4. Deliver in person to the staff at the City Offices