City of Marion
Utility E-Billing Authorization Form

PLEASE PRINT NEATLY

Customer Name: _____

Account Number: _____

Service Address: _____

Email Address: _____

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

Terms and Conditions

- By completing this enrollment form, you are choosing to receive your City of Marion 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 City Office at 620-382-3703.
- Once enrolled in the electronic e-billing program, you are responsible for ensuring receipt of the email. The City of Marion will email your monthly bill to the email address you provide and if you fail to receive it, you are 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 us with any changes in your email address.** The City cannot ensure electronic delivery of your monthly utility bill.
- All electronic utility bills can be printed and saved electronically to your computer for your records.
- If you use spam filters for emails, please add the City of Marion to your approved senders list, marionutilitybilling@gmail.com. This is a Do Not Reply email address.

I have read and understand the Terms and Conditions, and by signing below, I authorize the City of Marion to send utility bills for the account(s) listed above to my email address.

Signature _____ Date _____

Cancellation:
By signing below I acknowledge that my utility bill will no longer be sent to my email address and I will receive a copy by mail.

Signature _____ Date _____