



Authorization for Utility E-Bill

The City of Greenville can now send monthly utility bills to your e-mail.

Here is how it works:

- You will continue to get your statement each month showing your amount due, via email. This will be in place of receiving a paper bill.
- You will also receive late notices/shut off notices by email.

To enroll, just complete and sign the form below with your e-mail address and return it to:

City of Greenville - Utility Billing
411 S. Lafayette Street
Greenville, MI 48838
infocity@greenvillemi.org

CUSTOMER INFORMATION

Name _____

Service Address _____

Email Address _____

Account Number _____

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

TERMS & CONDITIONS

- By completing this enrollment form, you are choosing to receive your City of Greenville utility bill electronically and **will not** be receiving a utility bill by mail.
- You have the right to withdraw this consent at any time by contacting the City.
- Once enrolled in the E-Bill program, you are responsible for ensuring receipt of the email. The City will email your utility bill to the email address that you provide, and if you fail to receive it, you are still responsible for all charges on the account by the due date. While the City makes every attempt, it cannot ensure any electronic delivery.
- To update or change your email address, you must complete a new Authorization for Utility E-Bill form.
- Failure to receive or view the bill or failure to notify the City of any email address changes does not waive penalties or fees and the account will still be subject to disconnection due to non-payment. Automatic bill pay options are available.
- If you use spam filters for emails, please add the City's email address to your approved senders list: donotreply@greenvillemi.org.

PLEASE READ AND SIGN BELOW

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

Date: _____ Signature: _____