



## Email Authorization Form to Send Utility Bills by Email

I, \_\_\_\_\_, the property owner, hereby authorize the  
(Printed Name- Property Owner)  
Queensbury Water-Wastewater Department to send all utility bills for quarterly operation and maintenance fees via e-mail.

In order to receive the utility bill from the Town of Queensbury via e-mail, all of the following requirements must be met:

1. Must fill out the entire form completely.
2. When paying in person or mailing in a payment you agree to provide a printed copy of the utility bill. *This does not apply to on-line payments.*
3. The e-mail address provided is your own and not a third party.

Account Number(s) \_\_\_\_\_

Tax Map Number(s) \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

I would like to receive the utility bill(s) at the following e-mail address:

\_\_\_\_\_  
E-mail address

Please check box if you would like to receive a printed copy of the utility bill.

You acknowledge as the property owner the failure to mail any such statement by the town, or the failure of the addressee to receive the statement does not relieve the property owner of payment of the utility bill and accrued interest.

\_\_\_\_\_  
Signature (Property Owner)

\_\_\_\_\_  
Date

- You may revoke this consent in writing at any time.
- Your e-mail authorization does not obligate the Town of Queensbury to communicate by e-mail or cease non-electronic communication.

Please mail the completed form to  
**Queensbury Water/Wastewater Department**  
**Attn: Billing**  
**823 Corinth Road**  
**Queensbury, NY 12804**