

TOWN OF UPTON

PO BOX 203 725 2nd St, Upton WY 82730

Dear Customer:

The Town of Upton has implemented a program whereby a customer may choose to have their monthly water/sewer/garbage utility bill automatically sent to an email of their choice. A paper bill can still be sent as well if the customer so desires. The guidelines for this program are as follows:

- Bills are sent out by the 5th day of each month to the email address on file.
- Any disputes or questions regarding the bill need to be addressed to the Town of Upton by the 15th of the billing month or the next available working day.
- Any changes will require completion of a new authorization form.

To sign up for the email billing program, complete the attached form and return it to the City Hall. If you have any questions, please contact City Hall at 307-468-2441.

EMAIL BILLING/PAPERLESS BILLING – AUTHORIZATION FORM

This is my (our) authorization to receive my (our) monthly utility bill from the Town of Upton at the email address(es) listed below from the Town of Upton. This authorization shall continue until written notice of cancellation is received.

Name on Utility Account: _____

Resident Name (if different from above): _____

Email Address: _____@_____._____

(PLEASE PRINT CLEARLY)

Signature: _____

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I would like an email bill ONLY.

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I would like to receive an email bill and paper bill.

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BY INTIALING HERE, SIGNING AND RETURNING THIS DOCUMENT, I/WE AGREE TO THE ABOVE STATED TERMS AND CONDITIONS OF EMAIL BILLING FROM THE TOWN OF UPTON.