



I would like to sign up for e-mail (paperless) billing.

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*\*\* Please write clearly

I understand it is my responsibility to:

- Notify the billing office of any changes to my email address.  
\_\_\_\_\_ (please initial)
- Notify the billing office if I am NOT receiving my monthly statements or quarterly utility bill to avoid any late fees that may be charged to my account for non-payment.  
\_\_\_\_\_ (please initial)

We are not accepting credit/debit card or online payments at this time. ACH payments may be set up for your quarterly utility bill by contacting City Hall. This enrollment is for paperless billing only.

Please send check or money order with payment. Thank you.

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Signature

Date

**Please return form to: 129 W. Emerson St., Ithaca MI 48847 or by email to [clerk@ithacami.com](mailto:clerk@ithacami.com).**