

PAPERLESS WATER BILL AUTHORIZATION

Department of Public Works
Charter Township of Plymouth



Township customers have the option to receive their water bills in a paperless format. When this option is elected a postcard bill will not be mailed. Instead, the bill will be sent to the customer's designated email address during the first week of the month the bill is due (see the billing schedule below). No reminders are sent. Paperless billing will be established only after the customer responds to a test message sent by the Township.

Zone 1		Zone 2		Zone 3	
Bills Due	Months Billed	Bills Due	Months Billed	Bills Due	Months Billed
Jan	Sep, Oct, Nov	Feb	Oct, Nov, Dec	March	Nov, Dec, Jan
April	Dec, Jan, Feb	May	Jan, Feb, Mar	June	Feb, Mar, Apr
July	Mar, Apr, May	Aug	Apr, May, June	Sept	May, Jun, Jul
Oct	June, July, Aug	Nov	July, Aug, Sep	Dec	Aug, Sept, Oct

I agree to receive my water bills at the email address designated below and acknowledge that it is my responsibility to retrieve the bill from my email and pay it on time. I understand that the Township is not responsible for any email failures and will not waive or refund penalties for late payments. It is my responsibility to notify the Township if my email address changes or if my bill is not received by the 2nd week of the month the bill is due.

Service Address: _____

Account #: _____ Billing Zone: _____ Day time phone: _____

Email Address: _____

Name (print): _____

Signature: _____ Date: _____

Submit this form via email, fax, the US postal service or by dropping it off at the Public Services counter on the 2nd floor of Township Hall. **Questions? Call 734-414-1454.**

Our mailing address: Water Billing
9955 N. Haggerty
Plymouth MI 48170

Our fax number: 734-453-4793

Our email address: waterbilling@plymouthtp.org

FOR OFFICE USE ONLY

Test email sent: _____

Response to test message received: _____

Paperless billing established: _____