



Utility Customer Services Division
Business & Animal Licensing
 316 North Park Avenue
 Helena, MT 59623

Phone: (406) 447-8450
 Fax: (406) 447-8377
 Email: citywater@helenamt.gov

helenamt.gov

E-NOTIFICATION ENROLLMENT FORM

By enrolling in e-notifications, you consent to receiving your billing information and other communications via email from the City of Helena.

You understand that if you choose **Email Only** you will no longer receive your Billing Statements and other notices for this account through U.S. mail services. You also understand that the e-notices will **not** include a breakdown of charges as your mailed statement normally would. You can change your preferred delivery method by completing the form below and delivering it to the Utility Customer Services Division office at 316 N Park Avenue, Room 150, Helena, Montana 59623.

Requested changes in delivery method may not be processed immediately. To receive a paper copy of your billing statement at any time without charge, please contact us.

Please keep the following in mind:

1. You are responsible for providing the City of Helena with an updated and active e-mail address and maintaining access to your email.
2. Although there is no charge for this service, there may be costs associated with electronic access to the notices, such as usage charges from Internet access providers and telephone companies. These costs are your responsibility.
3. E-mails returned as undeliverable may result in a suspension of e-notifications and a return to paper copies sent via U.S. mail.
4. Delays experienced due to the use of this service will not change any payment due date or the potential imposition of late fees. If you do not receive an anticipated e-mail notice, please contact the City of Helena for up-to-date information about your account.
5. The City of Helena reserves the right to discontinue this service or modify the terms of this agreement at its option. If we do, we will provide you with reasonable notice.
6. A change of property ownership will discontinue paperless delivery options.

AGREEMENT: I agree to the terms and conditions above.

PLEASE PRINT CLEARLY:

I am opting out of receiving a paper billing statement and only wish to receive e-notices.

I would like to receive both paper statements and e-notices.

Full Name: _____

City of Helena Utility Account number: _____

Service Address: _____

Your email: _____

Signature: _____

Date: _____

I am the: Owner Property Manager Tenant