



8348 Wellington Road 124,  
P.O. Box 700  
Rockwood ON N0B 2K0  
Tel: 519-856-9596  
Fax: 519-856-2240  
Toll Free: 1-800-267-1465

Dear Resident:

**RE: Email of Future Water Bills**

In an effort to become more efficient and effective in the processing of water bills, the Township of Guelph/Eramosa will be offering residents the opportunity to receive **water bills** by email as opposed to regular mail (Canada Post).

Receiving your water bills by email will allow you to easily file these documents electronically for future reference. Furthermore, you will be able to access these bills wherever you have access to your email.

Please note that overdue statements will continue to be delivered by Canada Post. At this time only water billings will be sent by email.

We understand that all residents may not be able to take advantage of this service and there is absolutely no requirement to sign-up for this service.

**To sign-up for emailing of water bills, please provide the following information and authorization: (PLEASE PRINT CLEARLY)**

Water Account #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

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

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

Township/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email address: \_\_\_\_\_

(PLEASE PRINT CLEARLY)

I, \_\_\_\_\_, authorize the Township of Guelph/Eramosa to transmit all future water bills to the email address provided above. I understand that I will not automatically receive water bills by regular mail and that failure to receive a water bill does not excuse me from the responsibility of payment of water, nor relieve me from the liability of penalty for late payments. I accept responsibility for contacting the municipality with any future change in my email address.

**Important:** If you do not receive your water bill, please check your email junk mail folder.

Signature: \_\_\_\_\_

**Please Mail, Fax or Scan & Email this form to:**

Township of Guelph Eramosa \* Attention: Water Billing Dept. \* 8348 Wellington Road 124  
PO Box 700 \* Rockwood, ON \* N0B 2K0

Fax: 519-856-2240

Email: [kskinnersmond@get.on.ca](mailto:kskinnersmond@get.on.ca)