



TOWN OF OROMOCTO EMAIL CONSENT FORM

The Town of Oromocto now offers residents the opportunity to receive municipal water/sewer utility notices as an attachment in an e-mail rather than by regular mail.

Transmitting information by e-mail has several risks that residents should be aware of. These include, but are not limited to, the following:

- E-mail can be circulated, forwarded, and stored in numerous paper and electronic files.
- E-mail can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- E-mail senders can easily misaddress an email.
- E-mail is easier to falsify than handwritten or signed documents.
- Backup copies of e-mail may exist even after the sender, or the recipient has deleted their copy.
- E-mail can be intercepted, altered, forwarded, or used without authorization or detection.
- E-mail can be used to introduce viruses into computer systems.
- E-mail can be used as evidence in court.

The Town of Oromocto will use reasonable means to protect the security and confidentiality of e-mail information sent and received. However, because of the risks outlined above, the municipality cannot guarantee the security and confidentiality of e-mail communication and will not be liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of e-mail for delivery of municipal notices.

Consent to the use of e-mail for the delivery of municipal water/sewer utility notices includes agreement with the following:

1. Failure to receive an e-mailed municipal water/sewer utility notice does not release me from my responsibility to pay any charges specified on the notice, or any penalties which may be incurred by late payment.
2. I will inform the Town of Oromocto of any change in my e-mail address as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.
3. I may withdraw from e-mail delivery at any time. To do so I will inform the Town of Oromocto, and all notices which were previously e-mailed to me will be sent by regular mail.

CUSTOMER ACKNOWLEDGEMENT AND CONSENT (PLEASE PRINT CLEARLY)

Customer name _____

Customer mailing address _____

Customer e-mail address _____

Customer contact number _____

I acknowledge that I have read and fully understand this document, and consent to the delivery of municipal water/sewer and/or garbage utility notices from the Town of Oromocto to me by e-mail.

Customer signature _____ Date _____



PAPERLESS BILLING

Dear Customer

We are now able to send you your water/sewer invoice by email. This means you will no longer have to rely on the mail service, and you will receive your billings much quicker. Paperless Billing also minimizes the effect we have on the environment.

IT'S EASY...

If you wish to receive email billing, please provide us with an email address to send your invoices in the future.

Simply fill out the enclosed form with your details scan and email to finance@oromocto.ca, or mail to 4 Doyle Dr, Oromocto, NB E2V 2V3 or fax to (506) 357-6723. Thank you.