



Corporation of the Town of Mattawa

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EMAIL CONSENT FORM

The **Town of Mattawa** offers residents the opportunity to receive tax billings and utility billings as attachments in an e-mail rather than by regular mail.

There are a number of benefits to receiving electronic billings including:

- If you have internet access you can receive a copy of your billing wherever you are.
- Accessing or retrieving your billings is often easier with electronic records.
- Some individuals prefer electronic records over paper documents.
- Electronic billings also saves the Town and therefore, the taxpayer, money.

There are also a number of risks that residents should be aware with respect to electronic billings:

- 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 Mattawa** 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 tax and utility notices includes agreement with the following:

1. Failure to receive an e-mailed municipal 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 Mattawa of any change in my e-mail address as soon as possible and in writing, 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 Mattawa in writing, and all notices which were previously e-mailed to me will be sent by regular mail.

CUSTOMER ACKNOWLEDGEMENT AND CONSENT

Customer name _____

Customer mailing address _____

Customer e-mail address _____

Property roll number _____

Property utility number _____

I acknowledge that I have read and fully understand this document, and consent to the delivery of specific municipal notices from the Town of Mattawa to me by e-mail.

Customer signature _____

Date _____