



**Mail / Fax or Email to:** **RM of West St. Paul**  
3550 Main Street  
West St. Paul, MB R4A 5A3  
Ph.: 204-338-0306  
Fax: 204-334-9362  
[Email: utility@weststpaul.com](mailto:utility@weststpaul.com)

**UTILITY ACCT NO:**

## EMAIL CONSENT FORM

The RM of West St. Paul offers residents the opportunity to receive utility billings as attachments in an e-mail rather than by regular mail.

**Transmitting information by e-mail has a number of 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 RM of West St. Paul 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 utility billings includes agreement with the following:**

1. Failure to receive an e-mailed utility billing 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 RM of West St. Paul of any change in my e-mail address as soon as possible, to prevent the misdirection of utility billings and reduce the risk of my not receiving a utility billing.
3. I may withdraw from e-mail delivery at any time. To do so I will inform the RM of West St. Paul in writing, and all utility billings 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** \_\_\_\_\_

**Customer Phone Number** \_\_\_\_\_

*I acknowledge that I have read and fully understand this document, and consent to the delivery of utility billings from the RM of West St. Paul to me by e-mail.*

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_