



Accounts Receivable e-Billing Registration Form

The Town of Westlock is now offering a free Accounts Receivable e-Billing option to customers with Accounts Receivable accounts. With this service customers can opt out of receiving a paper invoice through the mail and instead elect to receive their Accounts Receivable invoice via e-mail.

To get started, simply fill out and return the authorization form at the bottom of this page or email finance@westlock.ca, Subject line: Register for e-Bill, with the Name on the Accounts Receivable account, Mailing address, Customer ID, Phone number(s), and your Email address.

Choosing to sign up for e-Billing will not affect the way you pay your Accounts Receivable invoices. Customers will continue to have the following options for payment: At your bank, Through the mail, Online/Telephone banking, Option Pay by credit card through our website, In person by Cash, Cheque, Visa, MasterCard, American Express, and Interac. An after-hours drop-off box is available for use at the front entrance of the Town Office.

PLEASE NOTE:

If you change your email address, you will be responsible for contacting the Accounts Receivable Department with your new information. Non-receipt of your e-bill is not justification for late payment and penalties will apply.

If you do not receive your expected e-bill, or have further questions about Accounts Receivable e-billing, please contact the Accounts Receivable Department at (780) 349-4444

Town of Westlock Accounts Receivable e-Billing Registration Form

Name(s) on Account: _____

Customer ID: _____

Telephone: _____ Other (Cell, Fax, Etc.): _____ (Please specify type)

Email Address: _____

SIGNED: _____

DATE: _____

The personal information that you provide to the Town of Westlock is collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act — Section 33(c). The information will be used for the purpose of **Paperless Billing**. Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and can be reviewed upon request subject to the provisions under the Act. Contact our office with any questions regarding the collection of personal information on this form.