



Email Authorization Form

Town of Edson
605-50 Street
P.O. Box 6300
Edson, AB T7E 1T7
P: 780.723.4401

This form **MUST** be filled out by the property owner.

Customer ID _____

Last Name _____ First Name _____

Business Name (if applicable) _____

Mailing Address _____ City/Town _____

Province/ Territory _____ Postal Code _____

Phone Numbers Tel #1 _____ Tel #2 _____

Property Owner Email Address _____

Property Address _____

Check the boxes and include account identifier

☐ Tax Roll Number _____

☐ Utility Account Number _____

☐ Accounts Receivable Account _____

(Animal Licence, Business Licence, Landfill, Lagoon, Airport)

Tenant Information

Tenants are eligible to receive their utility invoice by email with the approval of the property owner.

Tenants can NOT receive the property tax notice. This document has to be delivered to the property owner.

Name _____

Phone Numbers Tel #1 _____ Tel #2 _____

Tenant Email Address _____

Terms & Conditions

1. I consent that notices, invoices, and communications for the above accounts will be provided electronically, to the email address listed above and I will no longer receive a paper copy.
2. I understand that it is my responsibility to provide the correct email address and to inform the Town of Edson in writing of any changes to this email address. Should the tenant change, I am responsible for providing updated tenant information.
3. I understand that non-receipt of notices or invoices is not justification for late payment and penalties will not be waived as a result. Secondary copies can be provided upon request.
4. **I have read, understand, and consent to the Terms & Conditions of the Email Authorization Form as stated above and I acknowledge that the information provided on this form is complete and accurate.**

Note

Please add the following email addresses to your contacts and/or spam filters approved list to ensure all communications reach your inbox. taxes@edson.ca, utclerk@edson.ca, and receipts@edson.ca.

Property Owner Signature _____ Date _____

FOIP Notification

The personal information that you provide to the Town of Edson on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is used solely for the purposes relating to the administration of assessment/taxation services, utility, accounts receivable, and account administration. Collected personal information is protected from unauthorized access, collection, use and disclosure in accordance with the FOIP Act. If you have any questions about the collection, use, and disclosure of personal information, please contact the Town of Edson FOIP Coordinator at foip@edson.ca or 780-728-5233.