

E-Billing Registration & Authorization

Please read the following thoroughly. By completing this form, you accept and agree to adhere to the following terms. Completion of this form indicates that you are requesting that Region of Queens Municipality (RQM) send municipal property tax invoices and/or municipal utility invoices to the e-mail address provided below. A paper copy of the invoice(s) will also be mailed to the address on the assessment roll, as required by the Municipal Government Act (117-2). Reminder notices for property taxes will be sent by e-mail once you have registered for e-billing. Reminder notices for municipal utilities are unable to be sent by e-mail at this time. Contact information provided on this form will be added to your address profile for general contact purposes.

It is the responsibility of the assessed owner to ensure that invoices are received and paid. RQM shall send e-bills per the information provided herein but cannot guarantee the bill(s) will be received, or only received, by the assessed owner. E-mail invoices could be intercepted by a third party, directed to your *Junk Mail* folder, or rejected by your e-mail domain. By completing this form, you agree that RQM is not responsible for undelivered invoices. Accrued interest will not be waived for any reason.

RQM must be notified in writing if you wish to update your e-mail address or withdraw from the e-billing program. Although reasonable cyber-security precautions are taken, by completing this form, you agree that RQM shall not be held liable for viruses, loss or damage, or any other cyber threat.

Name of applicant: _____

Email address: _____

Phone number: _____

I have reviewed and I understand the terms of the e-billing program and hereby direct RQM to send invoices by e-mail for the applicable account(s) per the information provided on this application form.

Signature: _____ Date: _____

Municipal Property Tax Accounts

Customer #	Location Description	Tax Clerk Approval

Municipal Utility Accounts

Customer #	Location Description	Utility Clerk Approval



Region of Queens Municipality

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