



Village of Monroeville
21 North Main Street ~ P.O. Box 156
Monroeville, Ohio 44847

Ph 419-465-2922 ~ Ph 419-465-4443 ~ Fax 419-465-2259

AGREEMENT TO RECEIVE ELECTRONIC COMMUNICATION

Consent by signing below.

By signing below,

I agree the Village of Monroeville may provide my utility invoice electronically at the e-mail address listed herein.

I understand it is my responsibility to provide and maintain a current e-mail address. I can update information by submitting a request in writing. I further agree that my computer satisfies the hardware and software requirements specified below and that I have provided the Village of Monroeville with a current e-mail address at which they may send electronic invoices to me. I can withdraw my consent at any time for electronic receipt of my utility invoice by submitting a request in writing.

*Requirements in order to access, view, and retain electronic invoices that are made available to you:

Access to a personal computer, tablet, or smart phone with sufficient electronic storage capacity.

An e-mail account with an internet service provider and e-mail software.

An operating system and an internet connection capable of receiving, accessing, displaying, and printing invoices received from Monroeville Utilities in electronic form.

I am responsible for providing a copy of the top portion of my utility invoice with my payment if making my payment at the Administrative Office or in the drop box.

Customer name on utility account (Please print) _____

Utility Account Number(s) _____

Service Address: _____

Phone: _____

E-mail address (Please print clearly) _____

Customer signature _____ Date _____

*All bills are due and payable when rendered ON OR BEFORE THE 10TH OF EACH MONTH. Failure to receive the bill will not entitle the consumer to any discount or to the remission of any charge for non-payment within the date of the time limit specified. If you do not receive your invoice in a timely manner, please check that your emails are not being blocked by your provider's Spam folder or check your junk folder. If you still do not receive an email, call the Administrative Office to verify your email address and obtain information on your invoice.