



# eSEND - Paperless Tax Notices & Utility Invoices

**Foothills County**

309 Macleod Trail, Box 5605, High River, AB T1V 1M7. Tel: 403-652-2341 Fax: 403-652-7880

## PAPERLESS TAX NOTICES & UTILITY INVOICES

**Foothills County (FC)** is now able to send your annual Combined Assessment & Tax Notice and your bi-monthly Utility Bill by email. To sign up for the eSEND service, fill out the registration form below and email it to taxes@FoothillsCountyAB.ca, mail or deliver to the FC administration office (address above), or fax it to 403-652-7880. Contact the Property Tax Department if you have any questions about the eSEND Service. Please note, every Notice/Bill is sent in an individual email.

### eSEND SERVICE AGREEMENT

PLEASE READ THE TERMS AND CONDITIONS ON REVERSE BEFORE SIGNING THE REGISTRATION AGREEMENT

#### PERSONAL INFORMATION

Account Holder Name: \_\_\_\_\_ Customer ID#: \_\_\_\_\_

Contact Name - if different from above: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

911/Civic Address - if different from above: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

**ACCOUNT INFORMATION** - Please check appropriate Notice(s)/Invoice(s). More than one property? Use your six (6) digit Customer ID # plus the word "All". Please note that every Notice/Bill is sent in an individual email.

Property Tax Roll Number(s): \_\_\_\_\_

Utility Account Number(s): \_\_\_\_\_

Automatic enrollment in future paperless notification

I, \_\_\_\_\_  
have read and agree to the present terms and conditions as shown on the reverse.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*The personal information requested on this form is being collected under the authority of the Municipal Government Act and will be used for the purpose of administering municipal systems. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions regarding the collection and use of your personal information, please contact the FOIP Coordinator at 403-652-2341.*



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### TERM AND CONDITIONS

**Please read the following terms and conditions carefully before agreeing to subscribe to the eSEND service.**

- This service allows subscribers to receive their annual Combined Assessment and Tax Notice and bi-monthly utility invoice electronically. The electronic versions, also known as e-bills, have the same value as paper versions and should be treated as such.
- The e-bills will be provided to the subscriber as a PDF attachment via the email address supplied.
- It is the subscribers' responsibility to provide the correct email address and to inform Foothills County of any changes to their email address. Non-receipt is not justification for late payment and penalties will apply.
- When you agree to the Terms and Conditions of the service you will no longer receive paper versions of the Combined Assessment & Tax Notice of the Utility Invoice.

### Payment Options:

- Pre-authorized debit is available for payment of both the annual property taxes and the bi-monthly utility charges. Please contact us for further information.
- Payments can be made at the FC's administration office by cash, cheque, money order, bank draft, or debit cards.
- Cheques, money orders and bank drafts can be mailed or delivered to the FC administration office (address above). Please do not send cash.
- Payments can be made by telephone or internet banking. Search "Foothills", look for "County", "Municipal District of" or "M.D.", and either "Taxes" or "Utilities". the 10 digit Tax Roll Number is the account number for property taxes. If you own several properties you may use your six (6) digit Customer ID number plus four (4) zeros. When setting up the utilities, do not enter the decimal point from the 12 digit utility account number.
- Our software provider is developing paperless options for other municipal notifications. You may check the Automatic Enrollment option to receive the notifications via email as they become available.