

# City of Chapman

446 North Marshall, Chapman, KS 67431  
785-922-6582 (office) 785-922-7000 (fax)

## E-Billing Authorization

Reduce the amount of mail you receive!

Complete the form below and receive your City of Chapman monthly utility bill by email.

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Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

(please print email address legibly)

I understand that by participating in e-billing, I will **NOT** receive a monthly utility bill in the mail. \_\_\_\_\_  
initial

I understand that it is my responsibility to make sure that the email address provided is capable of receiving emails from the City of Chapman. \_\_\_\_\_  
initial

I understand that the City of Chapman is **NOT** responsible if a monthly bill is not received at the above email address and am still responsible for the full amount of monies owing. \_\_\_\_\_  
initial

I understand it is my responsibility to inform the City of Chapman of e-mail address changes in writing. \_\_\_\_\_  
initial

I understanding that I can cancel e-billing only in writing. \_\_\_\_\_  
initial

*Note: All email address changes and requests to cancel e-billing must be submitted to the City of Chapman on or before the 15<sup>th</sup> of each month. Any email address changes or requests to cancel e-billing received after the 15<sup>th</sup> of each month will not be processed before that months bills are sent out.*

Signature of Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Forms can be turned in at city hall or emailed to [treasurer@chapmanks.com](mailto:treasurer@chapmanks.com)