Town of
Waldheim

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EMAIL CONSENT FORM

Help us go paperless!

The Town of Waldheim offers residents the opportunity to receive specific municipal notices (**utility bills notifications, receipts for all online payments**) as attachments in an e-mail rather than by regular mail.

Transmitting information by e-mail has a number of risks that residents should be aware of. These include, but are not limited to, the following:

- E-mail can be circulated, forwarded, and stored in numerous paper and electronic files.
- E-mail can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- E-mail senders can easily misaddress an email.
- E-mail is easier to falsify than handwritten or signed documents.
- Backup copies of e-mail may exist even after the sender or the recipient has deleted their copy,
- E-mail can be intercepted, altered, forwarded, or used without authorization or detection.
- E-mail can be used to introduce viruses into computer systems.
- E-mail can be used as evidence in court.

The Town of Waldheim will use reasonable means to protect the security and confidentiality of e-mail information sent and received. However, because of the risks outlined above, the municipality cannot guarantee the security and confidentiality of e-mail communication, and will not be liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of e-mail for delivery of municipal notices.

Consent to the use of e-mail for the delivery of municipal notices includes agreement with the following:

1. Failure to receive an e-mailed municipal notice does not release me from my responsibility to pay any charges specified on the notice, or any penalties which may be incurred by late payment.

2. I will inform the Town of Waldheim of any change in my e-mail address as soon as possible, to prevent the misdirection of notices and reduce the risk of my not receiving a notice.

3. I may withdraw from e-mail delivery at any time. To do so I will inform the Town of Waldheim, and all notices which were previously e-mailed to me will be sent by regular mail.

CUSTOMER ACKNOWLEDGEMENT AND CONSENT

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Customer mailing address _____

Customer e-mail address _____

I acknowledge that I have read and fully understand this document, and consent to the delivery of specific municipal notices from the Town of Waldheim to me by e-mail.

Customer signature _____ **Date** _____