Town of Ponoka
200 5604 50 Street
Ponoka, Alberta T4J 1G5
Tax: 403-783-0127 Utilities: 403-783-0111
Main: 403-783-4431 Fax: 403-783-6745
www.ponoka.ca
taxes@ponoka.ca, utilities@ponoka.ca or ar@ponoka.ca

EMAILING AUTHORIZATION FORM

APPLICANTS INFORMATION   Customer ID: _____ Address ID: _____

Last Name: _____ First Name: _____

Business Name (If applicable): _____

Property Address: **_____**

Mailing Address (If different): _____

Phone Numbers Home: _____ Cell: _____Work: _____

Effective Date: _____

Email Address: _____

☐   Property Tax Roll Number(s): _____ (as per Bylaw 463-22)

☐   Utility Account Number(s): _____ Cycle _____

☐   Accounts Receivable Account: _____

Initials	Terms & Conditions
	1. I consent that the notices, bills, invoices and communications for my above accounts will be provided by email, to the email address listed above and I will no longer receive a paper copy.
	2. I understand that it is my responsibility to provide the correct email address and to inform the Town of Ponoka in writing of any changes to this email address.
	3. I understand that non-receipt of my notices, bills or invoices is not justification for late payment and penalties will not be waived as a result.

I have read, initialed, understand and consent to the terms and conditions of the Emailing Authorization Form as stated above and I acknowledge that the information provided on this form is complete and accurate.

Note: Please add the below sending email addresses to your spam filters approved list to ensure the tax notice, utility bill, invoice and communications reaches your inbox.
- **utilities@ponoka.ca**
- **taxes@ponoka.ca**
- **ar@ponoka.ca**

Signature: _____ Date: _____

FOIP Notification: The personal information that you provide to the Town of Ponoka on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act and is used solely for the purposes relating to the administration of assessment/taxation services, utility, accounts receivable and account administration. Collected personal information is protected from unauthorized access, collection, use and disclosure in accordance with the FOIP ACT. Questions about the collection or use of this information can be directed to the Town of Ponoka at 403-783-0130.

Additional Notes: _____

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