

eSEND – Electronic Documents

PAPERLESS: ASSESSMENT & TAX NOTICES, UTILITY BILLINGS, AND ACCOUNTS RECEIVABLE

To sign up for the eSend service, please complete and sign this registration form below and email to:
tax@sylvanlake.ca.

eSEND SERVICE AGREEMENT

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

PERSONAL INFORMATION-Please print clearly

Customer Name(s): _____ Customer Number _____

Municipal Address: _____ Email Address: _____

Mailing Address: _____ City: _____ Province _____

Postal Code: _____ Daytime Telephone: _____ Cell Phone: _____

ACCOUNT INFORMATION - Please check appropriate Box:

☐

Property Tax Roll Number: _____ (1 form per Tax Roll)

☐

Utility Account Number: _____

☐

Accounts Receivable: (example: Animal License, and Misc. Accounts Receivable)

I, _____ understand that by giving authorization to email tax related documents, I accept the Certification of Sending (evidence of sending) is held at the Town of Sylvan Lake Administration Office.

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 403-864-5632.



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TERM AND CONDITIONS

By completing this form, I agree to:

1. Receive my notices by email with a pdf attachment instead of mailed paper notices
2. Provide a valid and correct email address should it change
3. Provide a valid phone number so we can contact you should your email fail
4. Confirm receipt of your statements and make payments on time. Email can end up in your junk box, be accidentally deleted in your inbox, or never reach your inbox. Lost emails do not change payment deadlines or late penalties so please contact us immediately if you are missing a bill