

Dear Resident:

Subject: **E-mail of Future Property Tax Bills**

In an effort to become more efficient and effective in the processing of Property Tax Bills, the Township of Adelaide Metcalfe is offering residents the opportunity to receive Property Tax Bills by e-mail as opposed to regular mail. There is absolutely no requirement to sign-up for this service. We understand that some residents may not be able to take advantage of this service due to limited connectivity. Receiving your Property Tax Bills by e-mail will allow you to easily file these important documents electronically for future reference. Further, you will be able to access these bills wherever you have access to your e-mail. We see this Green Initiative as a value added service to residents of Adelaide Metcalfe. We hope that you agree!!

To sign-up for E-mail of future Property Tax Bills it will be necessary for you to make payment through Internet or Telephone banking, Pre-Authorized Payment Plan, your Mortgage provider, or at the Municipal Office. Financial institutions are not able to accept Property Tax Bills that are not original documents produced by the municipality.

Please feel free to contact the office at 519-247-3687 with any questions that you may have regarding this service.

To sign-up for E-mail of Property Tax Bills, please provide the following information and authorization.

Roll Number:

3	9	4	6																
---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Additional roll number can be listed on a reverse side.

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone Number: _____ Cell Phone Number: _____

E-mail address to be used for Property Tax Bills: _____
(Please print clearly)

I, _____, authorize the Township of Adelaide Metcalfe to transmit all future Property Tax Bills to the e-mail address(s) provided above. I understand that I will not automatically receive Property Tax Bills by regular mail and that failure to receive a Property Tax Bill does not excuse me from the responsibility of payment of taxes, nor relieve me from the liability of penalty for late payments. I accept responsibility for contacting the municipality with any future change in my e-mail address.

Signature: _____

PRIVACY STATEMENT: The Township of Adelaide Metcalfe (the Township) adheres to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) regarding both access to Township held information and the privacy and protection of Township held personal information. The Township is committed to the protection of personal information that may be collected, used and disclosed by the Township and when visiting the Township's web site in accordance with the requirements of MFIPPA. The privacy of our users is important to us and we appreciate your trust. By visiting adelaidemetcalfe.on.ca, you are accepting the practices described in this Privacy Statement.

COLLECTION OF PERSONAL INFORMATION: Personal information on this form is collected under the legal authority of the Municipal Act R.S.O. as amended. This information will be used to process the information you have submitted. Questions about this collection should be directed to the Clerk, 2340 Egremont Drive, Strathroy, ON, N7G 3H6, or 519-247-3687 ext. 104

Please Mail..... Fax..... or E-mail..... this form to:
Township of Adelaide Metcalfe * 2340 Egremont Road * Strathroy, Ontario * N7G 3H6
Fax: 519-247-3411 E-mail: taxes@adelaidemetcalfe.on.ca