



Leduc County

101-1101 5 Street
Nisku, AB T9E 2X3
www.leduc-county.com

Phone: 780-955-3555
Toll free: 1-800-379-9052
Fax: 780-955-3444

Receive invoices via email

Leduc County customers have the option to receive their invoices via email. This will reduce the time it takes to receive invoices and will allow customers to keep a digital archive of their past invoices.

By choosing to receive invoices via email, you will no longer receive a paper copy of the invoice.

Yes, I would like to receive email invoices for the following accounts (check all that apply):

Utilities **Bulk water**

If you are interested, please fill out the form below and return to Leduc County's Finance department in person, by email, mail or fax.

Utility accounts:

Email: finance-utilities@leduc-county.com
Mail: Attention: Leduc County Finance department
101-1101 5 Street, Nisku, AB T9E 2X3
Phone: 780-955-3555
Fax: 780-955-3444

Bulk water accounts:

Email: accountsreceivable@leduc-county.com
Mail: Attention: Leduc County Finance department
101-1101 5 Street, Nisku, AB T9E 2X3
Phone: 780-955-3555
Fax: 780-955-3444

Name: _____ **Phone number:** _____

Utility account number: _____ **Bulk water customer number:** _____

Are you the property owner? **Yes** **No**

The property owner must complete and submit a copy of this form prior to registration by the person(s) renting the property. Only one delivery method can be selected per account; therefore both the property owner and renter must consent to receiving invoices via email.

Service address: _____

Owner email* (only one can be listed): _____

Tenant email (if applicable): _____

**Note: it is the customer's responsibility to notify Leduc County of a change to their email address.*

in cases where an electronic invoice is not received, it remains the account holder's responsibility to ensure payment is received by Leduc County by the due date to avoid late payment penalties.

Signature: _____ **Date:** _____

The personal information contained on this form is collected under Section 32 (c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose(s) of the T.I.P. Plan. If you have any questions about this collection, please contact Becky Edwards, records coordinator, at Leduc County, 101-1101 5 St., Nisku, AB, T9E 2X3 or by phone at 780-955-3555.