



Electronic invoice request

Utility and bulk water

Finance
101-1101 5 St., Nisku, AB T9E 2X3
p: 780-955-3555 f: 780-955-3444
finance-utilities@leduc-county.com

Date _____

Note

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.

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 tenant must consent to receiving invoices via email.

Applicant information

Owner name		Phone	
Service address		Owner email	
Town/city		Postal code	
		Invoice email	
Are you the property owner?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Tenant email (if applicable)			

Account information

Utility account number		Electronic invoice	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bulk water customer number		Electronic invoice	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Important information

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

Personal information provided is collected by Leduc County under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and we will protect it in accordance with Part 2 of that Act. We will use it to administer programs and services for which you have registered, and contact you if necessary. Should you require further information about collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-770-9251 or foip@leduc-county.com.