



# Email Authorization Form

**Town of Edson**  
605-50 Street  
P.O. Box 6300  
Edson, AB T7E 1T7  
P: 780.723.4401

This form **MUST** be filled out by the property owner. Customer ID \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/Town \_\_\_\_\_

Province/ Territory \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Numbers Tel #1 \_\_\_\_\_ Tel #2 \_\_\_\_\_

Property Owner Email Address \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Roll Number \_\_\_\_\_

Utility Account Number \_\_\_\_\_

Accounts Receivable Account \_\_\_\_\_

Effective Date \_\_\_\_\_

### Tenant Information

Tenants are eligible to receive their utility invoice by email with the approval of the property owner.  
Tenants can NOT receive the property tax notice. This document has to be delivered to the property owner.

Name \_\_\_\_\_

Phone Numbers Tel #1 \_\_\_\_\_ Tel #2 \_\_\_\_\_

Tenant Email Address \_\_\_\_\_

### Initials Terms & Conditions

	1. I consent that notices, invoices, and communications for the above accounts will be provided electronically, 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 Edson in writing of any changes to this email address. Should the tenant change, I am responsible for providing updated tenant information.
	3. I understand that non-receipt of notices or invoices is not justification for late payment and penalties will not be waived as a result. Secondary copies can be provided upon request.
	<b>4. I have read, understand, and consent to the Terms &amp; Conditions of the Email Authorization Form as stated above and I acknowledge that the information provided on this form is complete and accurate.</b>

### Note

Please add the following email addresses to your contacts and/or spam filters approved list to ensure all communications reach your inbox. [taxes@edson.ca](mailto:taxes@edson.ca), [utclerk@edson.ca](mailto:utclerk@edson.ca), and [receipts@edson.ca](mailto:receipts@edson.ca).

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOIP Notification

The personal information that you provide to the Town of Edson on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) 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. If you have any questions about the collection, use, and disclosure of personal information, please contact the Town of Edson FOIP Coordinator at [foip@edson.ca](mailto:foip@edson.ca) or 780-728-5233.