



## Email Bill Enrollment Form

Go green with E-Bill! Sign up to receive your utility bill electronically via email—it's free, fast, and eco-friendly. Your e-bill will contain the same details as a paper bill, including bill date, due date, and amount due.

### Benefits:

- No cost to enroll
- Reduces paper clutter
- Avoids mailing delays
- Helps conserve energy, trees, and resources

### Payment Options:

- Direct Pay (ACH): Automatic bank withdrawal on the 20<sup>th</sup> of each month (or next business day). The form is available online at <http://www.portland-michigan.org/301/Utility-Billing>.
- Online: Processing fees apply. For instructions, visit <http://www.portland-michigan.org/206/Online-Payment-Instructions>
- By Mail or Drop Box: Please include your account number with your payment
- In Person: Cash, check, or card. Processing fees apply for card payments.

To sign up, complete the form below and return it to City Hall by mail (259 Kent St., Portland, MI 48875), email ([bbrown@portland-michigan.org](mailto:bbrown@portland-michigan.org)), fax (517-647-2938), or in person by using the drop box or visiting City Hall during business hours.

### Customer Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Address: \_\_\_\_\_

Service Address (if different from above): \_\_\_\_\_

Email Address: \_\_\_\_\_

Confirm Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If your email address changes, it is your responsibility to notify the City of Portland.*

*Failure to receive your bill does not eliminate payment obligations or penalty.*