



City of Novi  
Treasurer's Department  
Utility E-Bill Authorization Form

Customer Name \_\_\_\_\_  
Account Number \_\_\_\_\_  
Service Address \_\_\_\_\_  
Email Address \_\_\_\_\_

Please read and acknowledge this important information regarding your statement delivery method.

**Terms and Conditions**

- By completing this enrollment form, you are choosing to receive your City of Novi Utility Statement electronically and will **not** be receiving a statement by mail.
- You have the right to withdraw your consent at any time by contacting the Water Department at 248.347.0440.
- Once enrolled in the electronic e-bill program, you are responsible for ensuring receipt of the email. The City of Novi will email your statement to the address you provide and if you fail to receive it, you are responsible for all charges on the account by the due date. If payment is received after the due date, penalties will apply. In order to ensure that we are able to provide you with accurate billing information, ***you must update us with any change in your email address.*** The City cannot ensure electronic delivery of your utility bill.
- All electronic bill statements can be printed and saved electronically to your computer for your records.
- If you use spam filters for emails, please add the Novi Utility System to your approved senders list, [utility-do-not-reply@cityofnovi.org](mailto:utility-do-not-reply@cityofnovi.org).

I have read and understand the Terms and Conditions, and by signing below, I authorize the City of Novi to send utility bills for this account to my email address.

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

Return completed form to: City of Novi Treasurer's Office  
45175 W. 10 Mile Road  
Novi, MI 48375-3024  
Phone: 248-347-0440, Fax: 248-735-5681  
Email: [treasurersoffice@cityofnovi.org](mailto:treasurersoffice@cityofnovi.org)