

Village of Mackinaw  
Utility Billing Department  
PO Box 500  
Mackinaw, IL 61755  
(309) 359-5821  
village@mackinawil.gov

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## Paperless Billing Authorization Emailing Utility Bills

To enroll in paperless billing please complete the authorization form and return it to the Village office by any of the following means:

- 1) Email the completed authorization form to: [village@mackinawil.gov](mailto:village@mackinawil.gov)
- 2) Mail to: PO Box 500, Mackinaw, IL 61755
- 3) Use the drop box located near the front entrance at: 100 E Fast Ave, Mackinaw, IL 61755
- 4) Deliver in person to the staff at the Village office

### CUSTOMER INFORMATION

Customer Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

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

Utility Service Address: \_\_\_\_\_

### AUTHORIZATION AGREEMENT

**I hereby authorize the Village of Mackinaw to email my utility bill which will remain in effect until notice has been given to the Village of Mackinaw to stop paperless billing.**

**By registering for this service, I understand that I will no longer receive a paper statement through the United States Postal Service.**

**In the event that my email address changes, I understand that I am responsible for notifying the Village of Mackinaw in a timely manner. I also understand that I am responsible for any late fees that may be incurred due to the inability to deliver a bill to an invalid email address. Failure to receive a utility bill does not waive any late fees.**

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

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