



Charter Township of East China  
Utility Billing Department  
5111 River Rd  
East China MI 48054  
(810) 765-8879

# Paperless Billing Authorization

Emailing Water/Sewer Bills

The Charter Township of East China encourages residents to enroll in paperless billing. To enroll in paperless billing please complete the authorization form and return it to the Township Offices by any of the following means:

- 1) Email the completed authorization form to [watersewer@eastchinatownship.org](mailto:watersewer@eastchinatownship.org)
- 2) Mail to 5111 River Rd East China MI 48054
- 3) Use the drop box located near the front entrance at 5111 River Rd East China MI 48054
- 4) Deliver in person to the staff at the Township Offices

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

## CUSTOMER INFORMATION

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

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

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

Utility Service Account Number or Service Address: \_\_\_\_\_

## AUTHORIZATION AGREEMENT

I hereby authorize the Charter Township of East China to email my water/sewer bill which will remain in effect until written notice has been received by the Charter Township of East China in such a manner as to afford reasonable time to act on it.

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 Charter Township of East China 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 water/sewer bill does not waive any late fees. Water/Sewer bills are available online at [www.eastchinatownship.org](http://www.eastchinatownship.org)

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