



NORTHSHORE UTILITY DISTRICT

AUTHORIZATION AGREEMENT & ENROLLMENT FORM

ELECTRONIC BILLING (eBilling)

FOR OWNERS/AGENTS ONLY

Dear Property Owner and/or Agent:

Go Green! For your convenience, Northshore Utility District (the District) would like to invite you to apply for our **Electronic Billing (eBilling)** program. There is **no cost** to apply and **no charge** is added to your bill for this service.

The eBilling program will allow you to receive an electronic billing statement via email every two months rather than receiving a hard copy statement via the U.S. Postal Service. The same choices are also available for an agent managing your property, if applicable. Your billing statement will look exactly as it does now, only in an electronic format. You also have the option to receive both hard copy and electronic billing statements. In the future, the District may open this means of distribution to even more documents.

The eBilling program is not available for tenants. If you have a tenant living at your property who would like to receive an emailed billing statement, the owner and/or agent must be enrolled in the eBilling program and must then forward their email to the tenant.

To apply, simply click the link below and submit your completed Authorization Agreement and Enrollment Form. For account number and email address verification purposes, **your application must be received at least 15 days prior to your next billing date.**

Once received and approved, the authorization will remain in effect until the District has received written notification from the owner and/or agent requesting termination, in such time as to afford the District a reasonable opportunity to act on it. eBilling will also terminate when the District receives a request for final bill (change of owner) – eBilling is not to be used for Final Bills.

Please retain a copy of your signed application for your records. If you have further questions, please call us at 425-398-4402.

Sincerely,

Northshore Utility District



NORTHSHORE UTILITY DISTRICT

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ELECTRONIC BILLING (eBilling)

FOR OWNERS/AGENTS ONLY

I am the property:

Date:

Owner:	<input type="text"/>
Agent:	<input type="text"/>

Required Information	Owner Only	Agent Only
First Name(s):	<input type="text"/>	<input type="text"/>
Last Name:	<input type="text"/>	<input type="text"/>
Primary Phone:	<input type="text"/>	<input type="text"/>
Secondary Phone:	<input type="text"/>	<input type="text"/>
Email:	<input type="text"/>	<input type="text"/>

Address	Owner	Property (if different from owner)
Address 1:	<input type="text"/>	<input type="text"/>
Address 2:	<input type="text"/>	<input type="text"/>
City:	<input type="text"/>	<input type="text"/>
Zip Code:	<input type="text"/>	<input type="text"/>

NUD Account #:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Cycle #:	<input type="text"/>
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I would like to receive documents in the following manner (Owner and Agent):

Email only (electronic)	<input type="checkbox"/>
Both email and hard copy	<input type="checkbox"/>

I hereby authorize Northshore Utility District (the District) to initiate eBilling via email for the account listed above. I acknowledge that it is my responsibility to notify the District of any changes to the above email address. Failure to update an email address or receive an eBilling statement does not release me from the responsibility of making timely payments. I understand that by enrolling in this program, I will no longer receive a mailed billing statement, unless I choose to receive both an eBilling and hard copy statement above. This authorization will remain in effect until I send the District written notification to cease (in such time as to afford NUD a reasonable opportunity to act on it). Once this notification is received by the District, the distribution of all eBilling documents by the District will revert to hard copy via the U.S. Postal Service. This authorization will also terminate when the District receives a final bill request (indicating a change in property ownership).

THIS FORM MUST BE FILLED OUT COMPLETELY. Failure to do so will delay the implementation of the authorization agreement.

PLEASE ADD eBilling@nud.net TO YOUR APPROVED EMAIL SENDER'S LIST to ensure you receive communications.

Printed Name

Signature

Date