



Grain Valley City Hall
711 Main Street
Grain Valley, MO 64029
816-847-6280
Fax: 816-847-6209
www.cityofgrainvalley.org

PAPERLESS BILLING AUTHORIZATION FORM

Account Number

Account Holder Name

Service Address

Phone Number

Email address

Email Bill Only _____

Email & Paper Bill _____

I authorize the City of Grain Valley to email my monthly bill. I agree that it is my responsibility to review the monthly bill. I further agree to notify the City of any changes to my mailing address, email address or contact information. Failure to notify the City of any changes or failure to receive the bill does not waive penalties or fees and the account will still be subject for disconnection due to non-payment.

Signature

Date

Once you sign up for paperless billing your statements will be emailed to the email address you have provided.

There are no charges for going paperless. At your request we can also send a paper bill.

Failure to receive an email or paper bill does not waive any past due penalty. Late notices will be mailed.

Forms that require a response are the customer's responsibility to complete and return to City Hall.

Bank Draft is a great compliment to paperless billing, making it even more convenient. Bank Draft Authorization Forms can be found on our website or stop by City Hall.

What to do if you do not receive an email:

- Check your spam folder, deleted mail folder or junk folder
- Please give us a call if you are having problems with receiving or viewing your paperless bill to be sure that the water billing department has your correct email on file. 816-847-6280