



# Municipal District of Willow Creek

Office of the Administrator

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## **eSend - Paperless Notices Service Agreement**

### **PERSONAL INFORMATION**

Account Holder Name: \_\_\_\_\_ Customer ID # \_\_\_\_\_

Contact Name – if different from above: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

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

### **Terms & Conditions**

**Please read the following terms and conditions carefully before agreeing to subscribe to the e-Send service.**

-This service allows subscribers to receive Cash Receipts, Utility Invoices, Business Licenses, and Statements.

-It is the subscribers' responsibility to provide the correct email address and to inform the MD of any changes to your contact information. Non-receipt is not justification for late payment and penalties will apply.

-When you agree to the Terms and Conditions of this service you will no longer paper versions of your transaction.

### **Payment Options**

- Pre-authorized debit is available for payment of annual property tax and the bi-monthly utility charges. Please contact us for further information.

- Payments can be made at the MD Administration Office by cash, cheque, money order, bank draft, or interac.

- Cheques, money orders and bank drafts can be mailed to the MD Administration Office. Please do not send cash.

- Payments can be made by telephone or online banking. Search "Willow Creek"; look for "Municipal District of" or "M.D." "Taxes". The 7-digit Tax Roll Number is the account number for the Property Taxes. If you own several properties, you may use your 7-digit customer ID Number.

-Invoices will be emailed in the future.

I, \_\_\_\_\_, have read and agree to the present terms and conditions as shown on the reverse.

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

Email this document to [info@mdwillowcreek.com](mailto:info@mdwillowcreek.com) or mail to our office at Box 550 Claresholm, AB T0L 0T0.