



City of Mission
Utility Billing Department
1201 E. 8th St.
Mission, Texas 78572
(956)580-8660
utilitydept@missiontexas.us

Paperless Billing Option Sign -Up Form

Emailing Water/Sewer Bills

The City of Mission encourages residents to sign up for paperless billing. Paperless Billing is a service that allows residents to receive their utility bills by email rather than in paper format. To sign up for paperless billing please complete the authorization form and return it to the Utility Billing & Collection Department by any of the following methods:

- 1) Email the completed authorization form to utilitydept@missiontexas.us
- 2) Mail to 1201 E 8th St. Mission Texas 78572
- 3) Use the night drop box next to the drive-thru area
- 4) Deliver in person at City Hall Utility Billing Drive-Thru or in the lobby.

Date: _____

CUSTOMER INFORMATION

Customer Name: _____

Email Address: _____ Phone: _____

Billing Address: _____

Utility Account Number or Service Address: _____

AUTHORIZATION AGREEMENT

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

By signing up for this service, I understand that I will no longer receive a paper bill through the mail.

In the event that my email address changes, I understand that I am responsible for notifying the City of Mission 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.

This is an optional service for your convenience.

Signature: _____ **Date:** _____