## Paperless Billing Now Available.

St. Clair Township offers paperless billing of your bi-monthly sewer bill.

If you would like to receive your bi-monthly sewer bills by e-mail instead of U.S. Mail, <u>please read the below important information</u>. Then send an email to: **billing@stclairtownship.com** and in the Subject line, please type "paperless billing request", the 10-digit account number (no spaces needed), the service address and a good phone number. We will reply to confirm receipt once we've processed the request.

## Please note:

- 1. If you request paperless billing for multiple accounts, you will receive a separate email for each account.
- 2. Paperless billing will only be available to tenants for whom we have a signed Landlord Agreement Form on file from their landlord and their account is in good standing (not available for apartment buildings or triplexes/multiple unit dwellings).
- **3.** Per our Landlord Agreement, if a tenant becomes two bills past due, billing is reverted to the owner or management company until the account is current. Any applicable lien or shutoff notices will *always* be delivered via postal mail.

If you have any questions, please call 618-233-3437.