



**BYLAW # 913-24
SCHEDULE "A"
ELECTRONIC DELIVERY OF INFORMATION**

The Town of Manning offers electronic delivery of the assessment, tax notices and communication relating to the Assessment Review Board.

To sign up, please complete the form below.

**TOWN OF MANNING
E-NOTICE SERVICE AGREEMENT**

Name(s):	Date:
Email:	Telephone:
Tax Roll #:	
Property or Service Address:	
Legal Property Description:	

By signing below, I signify that I, the subscriber, have read and agreed to the terms as follows:

- The e-statements for notices for assessment and property taxes will be provided to the subscriber via email, as a PDF attachment, to the email address listed above.
- Any communication related to an Assessment Review Board hearing will be provided to the subscriber via email, as a PDF attachment, to the email address listed above.
- It is the subscriber's responsibility to provide the correct email address to the Town and to inform the Town, in writing, of any changes to that address. **Non-receipt is not justification for late payment (and penalties will not be waived as a result)**
- When you agree to the terms and conditions of this service you will no longer receive a paper copy.

Signature _____

Date _____

The personal information on this form is being collected to provide paperless statements for property tax accounts and for Assessment Review Board communications and is authorized under section 33(b) of the Freedom of Information and Protection of Privacy Act. The personal information will be managed in compliance with the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection of this personal information, please contact the FOIP Coordinator at 780-836-3606

Additional Information

*For pre-authorized debit payments for taxes, you must sign up for the Tax Installment Payment Plan (TIPP) program. The application along with your bank information **MUST** be submitted to the Town office Prior to January 10 of the property tax year. Your tax account must be at a zero balance to enroll in the plan.*