

EMAIL CONSENT FORM

The Village of Marengo offers residents the opportunity to receive specific municipal notices, updates, invoices, receipts, public notices, and other correspondence as attachments in an e-mail, instead of regular mail.

Transmitting information by e-mail has a number of risks that residents should be aware of, including, but not limited to the following:

- E-mail can be circulated, forwarded, and stored in numerous paper and electronic files.
- E-mail can be immediately broadcast worldwide and be received by many intended and unintended recipients.
- E-mail senders can easily misaddress an email.
- E-mail is easier to falsify than handwritten or signed documents.
- Backup copies of e-mail may exist even after the sender or the recipient has deleted their copy.
- E-mail can be intercepted, altered, forwarded, or used without authorization or detection.
- E-mail can be used to introduce viruses into computer systems.
- E-mail can be used as evidence in court.

The Village of Marengo will use reasonable means to protect the security and confidentiality of e-mail information sent and received. Because of the risks outlined above, the municipality cannot guarantee the security and confidentiality of e-mail communication, and will not be liable for improper disclosure of confidential information. For this reason, the customer must consent to the use of e-mail for delivery of municipal notices and receipts.

CONSENT TO THE USE OF E-MAIL FOR THE DELIVERY OF MUNICIPAL NOTICES AND RECEIPTS INCLUDES AGREEMENT WITH THE FOLLOWING:

1. Failure to receive an e-mailed municipal notice or receipt does not release me from my responsibility to pay any charges specified on the notice or receipt, or any penalties which may be incurred by late payment.
2. I will inform the Village of Marengo of any change in my e-mail address as soon as possible, to prevent the misdirection of notices and receipts, and reduce the risk of my not receiving a notice or receipt.
3. I may withdraw from e-mail delivery at any time. To do so I will inform the Village of Marengo, and all types of notices and receipts which were previously e-mailed to me will be sent by regular mail.

Customer name _____

Customer mailing address _____

Customer e-mail address _____

I wish to receive:	All types of correspondence	☐
(Choose all that apply)	Tax Payment Reminders and Statements	☐
	Utility Payment Reminders and Statements	☐
	Public Notices & Newsletters	☐
	Receipts	☐
	Invoices	☐
	Tax Notices	☐
	NONE	☐

I acknowledge that I have read and fully understand this document, and consent to the delivery of specific municipal notices and receipts from the Village of Marengo to me by e-mail.

Customer signature _____ Date _____