



City of Orchard
P.O. Box 59
Orchard, TX 77464
Email: secretary@cityoforchardtx.gov
Ph: 979-478-6893

Paperless Billing Authorization Form

As an option to receiving your monthly water & sewer utility bill via hard copy in the mail, the City of Orchard is offering paperless billing. If you choose to enroll in paperless billing, please complete the form below and return the form via:

- Drop off at City Hall (Monday-Friday / 8am-2pm)
- Place it in outside drop box at City Hall (anytime)
- Mail to PO Box
- Email it to secretary@cityoforchardtx.gov

I (we) hereby authorize the City of Orchard to email my monthly water & sewer utility bill to me. I understand that by authorizing this, I (we) will no longer receive a hard copy of the water & sewer utility bill in the mail. I (we) have the right to discontinue paperless billing at any time by notifying the City of Orchard utility department at 979-478-6893. I (we) will notify the City of Orchard as soon as possible if the email address and/or contact phone number has changed.

Name: _____ Phone: _____

Address: _____

Account #: _____

Email Address: _____

Effective Date: _____

Signature: _____ Date: _____