

# City of Jackson Utility Customers

This program is the electronic delivery of your utility bill each month. It saves taxpayer money, prevents possible loss in the regular mail, plus you receive your utility bill earlier than regular mail recipients.

To participate, send an e-mail from the designated e-mail account to [utilities@jacksonmo.org](mailto:utilities@jacksonmo.org), stating your utility account number, main contact phone number, account holder's name, service location, and your request to receive your utility bill via e-mail attachment. You can also use this method to change your existing e-mail account for future e-billing on your account. Remember to add [coj@bigrivertel.net](mailto:coj@bigrivertel.net) to your safe sender list so it will not be flagged as junk mail by your e-mail service.

If you prefer, you can fill out the information below and submit to the Collector's area for processing.

Account Number(s): \_\_\_\_\_ Date: \_\_\_\_\_

Account Holder's Name: \_\_\_\_\_

Service Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Check here to indicate you want your utility bill(s) e-mailed to the above e-mail address, effective with the next monthly billing after the above date.

Check here to **discontinue** receiving your utility bill(s) via e-mail, effective with next billing cycle.

Signed: \_\_\_\_\_

*Adobe Acrobat Reader/PDF file viewer is required to view the bill. Most computers have this type of software preinstalled or easily available.*