

CITY OF SHELLSBURG

108 Main Street

PO Box J

SHELLSBURG IA 52332

[cityofshellsburg@shellsburg.com](mailto:cityofshellsburg@shellsburg.com)

Phone 319-436-2954

Fax 319-436-2588

To: City of Shellsburg Utility Customers

RE: Going Green with your Utility Bill

Dear Customers:

Customers have the option of Going Green and having Utility Billing Statements sent via e-mail. If you would like to participate in this program, please fill out the lower portion of this letter and return it to the City Clerk to be included in the e-mail billing. You may also sign up for automatic bill pay so that your payment will be deducted from your bank account each month.

If you have any questions, please contact the City Clerk at 319-436-2954. Office hours are Monday thru Friday 8am-4pm. Window is closed 8-11 on Tuesdays and Thursdays. Email [cityofshellsburg@shellsburg.com](mailto:cityofshellsburg@shellsburg.com)

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I do hereby agree to have my Utility Billing Statement sent to my address via e-mail. It will be my responsibility to furnish, to the City Clerk, a current e-mail address and to notify the City Clerk of any changes in delivery of said Utility Statement whether electronic or standard mail. The City of Shellsburg is not responsible for any undelivered Utility Billing Statement. The City of Shellsburg will not knowingly share any e-mail address without the expressed permission of the account holder.

Customer Name: \_\_\_\_\_

City account number: \_\_\_\_\_

Address: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

(Please print carefully)

Signature \_\_\_\_\_ Date \_\_\_\_\_