

TOWN OF STETTLER

<u>Prepared by:</u>	Town of Stettler Administration	<u>Number:</u>	VII-8
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2025 06 17
		<u>Previous Policy:</u>	
		<u>Current Policy:</u>	2025 06 17

Title: **Paper Billing Fees**

Purpose: To encourage electronic billing by introducing a fee for the issuance of paper bills and invoices, thereby supporting cost recovery of additional incurred by the Town of Stettler through the issuance of said paper bills and invoices.

Policy Statement: This policy applies to all residents, business, and account holders how receive bills or invoices from the Town of Stettler.

All paper bills and invoices will be charged a \$1.75 fee which will be added to the bill or invoice and subject to be treated as part of the total cost due.

This fee will be applied to each individual paper bill or invoice issued by the Town of Stettler.

Residents, businesses, and account holders are encouraged to enroll in the Town's ebilling system to receive their bills and invoices electronically and avoid this fee.

Residents born in the year 1965 or earlier may apply for an exemption to this policy by bringing proof of birth date to the Town Office and fill out an exemption form. Residents who are eligible for exemption and submit the exemption form will continue to receive paper bills and invoices; however will not be charged the \$1.75 fee.

Town of Stettler administration shall be responsible for the implementation and enforcement of this policy.



PAPER BILLING FEE EXEMPTION FORM

APPLICANT INFORMATION

Name(s): _____

Property Civic Address: _____

Mailing Address: _____

Phone Number(s): _____

DATE OF BIRTH: _____

Check by Staff Member: _____

Copy of License Passport Birth Certificate attached.

Office Use Only

Customer ID: _____ Address ID: _____

I acknowledge that the information provided on this form is complete and accurate.

Signature: _____ **Date:** _____

FOIP Notification: The personal information you provide is being collected under the authority of Section 32 of the Freedom of Information and Protection of Privacy Act and is used solely for the purposes relating to the administration of taxation services, utility, accounts receivable, and account administration. Questions about the collection or use of this information can be directed to the Town of Stettler's Assistant CAO at 403-742-8305.

Office Use Only
Received By (Initials): _____