



## Mailing Address Change Form

Date: \_\_\_\_\_

Name : \_\_\_\_\_  
(LAST NAME / COMPANY) (GIVEN NAMES)

Previous \_\_\_\_\_

Mailing \_\_\_\_\_

Address: City: \_\_\_\_\_ Province: \_\_\_\_\_ PC: \_\_\_\_\_

New \_\_\_\_\_

Mailing \_\_\_\_\_

Address: City: \_\_\_\_\_ Province: \_\_\_\_\_ PC: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\*\*\*\*\*

### Office Use Only:

Customer Number(s):

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





CARDSTON COUNTY  
1050 Main ST PO Box 580  
Cardston AB T0K 0K0  
www.cardstoncounty.com  
office@cardstoncounty.com

## Email of utility bills, property tax notices, and AR invoices/statements

In an effort to become more efficient and effective in the processing of tax notices/ utility bills,/ or AR invoices and statements, Cardston County is offering residents the opportunity to receive these notices by email as opposed to regular mail. There is no requirement to sign-up for this service. We understand that some residents may not want to take advantage of this service due to limited connectivity. Receiving your property tax notices and/or utility bills by email will allow you to easily file these important documents electronically for future reference. Further, you will be able to access these notices wherever you have access to your email. We see this green initiative as a value added service to residents of Cardston County.

To sign-up for the email of property tax notices/utility bills/or AR invoices and statements, please provide the following information and authorization.

### Please Print Clearly

Roll Number: \_\_\_\_\_ Utility Account Number: \_\_\_\_\_

Customer ID: \_\_\_\_\_

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

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email address to be used: \_\_\_\_\_

I, \_\_\_\_\_, authorize the Municipality of Cardston County to transmit all future property tax notices/ utility bills /or AR invoices and statements to the email address provided above. I understand I will not receive these notices by regular mail and failure to receive a notice does not excuse me from the responsibility of payment nor relieve me from the liability of penalty for late payments. I accept responsibility for contacting the municipality with any future changes in my email address.

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

The personal information collected on this form is collected under the authority of the Municipal Government Act and is protected under the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection, use and protection of this information, please contact Cardston County at 403.653.4977.

Section 304(3) of the *Municipal Government Act* states that the assessed person is responsible for notifying the municipality of the correct address to which assessment notices and tax notices are mailed.

Cardston County's official source for property ownership and mailing address information for assessment notices and tax notices is the Certificate of Title as registered with the Province of Alberta Land Titles Office.

To update your mailing address, we strongly encourage you to do so at any Registry Office that handles Land Title changes, or by contacting the Alberta Land Titles Office.

Mailing address changes can be reported to Cardston County by submitting a Change of Address form. Completed forms can be submitted by mail or fax, by email to [office@cardstoncounty.com](mailto:office@cardstoncounty.com), or in person at the County office.

Please note that address changes made at Cardston County do not get reported to the Alberta Land Titles Office. To change information at the Alberta Land Titles Office, changes must be reported to them directly by the property owner. This ensures any documentation regarding your property will be sent to the correct mailing address by Alberta Land Titles Office. Cardston County is available to assist with this process if required.



<b>POLICY: CHANGE OF MAILING ADDRESS/EMAIL OF UTILITY BILLS, PROPERTY TAX NOTICES AND ACCOUNTS RECEIVABLE INVOICES AND STATEMENTS</b>	
<b>AUTHORIZED BY: COUNCIL</b>	<b>POLICY SOURCE: ADMINISTRATION</b>
<b>EFFECTIVE DATE: MARCH 9, 2020</b>	<b>PAGE: 1 OF 1</b>

### **Policy Purpose**

The purpose of this policy is to outline the process of changing mailing addresses and the emailing of utility bills, property tax notices, and accounts receivable invoices and statements.

### **Eligibility**

Landowners will have the sole ability to request a change of address for utility bills and property tax notices. Other residents such as renters may request a change for all other billing services. Business owners and other vendors may request a change of address for accounts payable.

The eligibility for emailed documents will follow the same restrictions as address changes.

### **Guidelines**

According to Section 304(3) of the *Municipal Government Act*, a person who purchases property or in any other manner becomes liable to be shown on the assessment roll as an assessed person must provide written notice of a mailing address. As a result, Cardston County will not accept responsibility for verifying mailing or email addresses.

All requests for a change of address or email of documents must be submitted to Cardston County in the form of a completed “Mailing Address Change Form” and/or “Email of Utility Bills, Property Tax Notices, and AR Invoices/Statements Form”. Completed forms can be submitted by mail, fax, email, or in person at the County office.

Cardston County will not report address changes to the Alberta Land Titles Office (ALTO) and strongly recommends that anyone who makes an address change notify ALTO.

Cardston County will protect personal contact information in accordance with relevant privacy legislation.