

**BILLING OPTION FORM**

Please complete and return this form to Atascadero Mutual Water Company (AMWC). This information will be used to update your billing and account information. AMWC is a private, mutual water company, and as such can only serve its shareholders (property owners). Therefore, shareholders must receive the original bills and are responsible for the payment of all charges incurred on the account(s). Shareholders may elect to have one duplicate bill sent to a tenant, or agent, who can pay from the duplicate bill, but ultimately the shareholder is responsible for the payment of the bill if the tenant or agent does not pay. Shareholders may inquire about their account at any time.

Account Number: \_\_\_\_\_ Service Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
*(street address, city, state, zip)*

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**BILLING OPTIONS: (check all options desired):**

NOTE: Regardless of the options chosen, all original water bills will be mailed to the property owner at the billing address listed above.

- Mail duplicate water bills directly to the entity listed below. I understand that monthly processing fee of \$1.00 for this service will be added to my water bill and that this fee is subject to change without notice. I understand that AMWC does not start or stop water service when tenants move in or out and that duplicate billing periods coincide with regular meter reading cycles. Meters are normally read between the 14<sup>th</sup> and 22<sup>nd</sup> of each month.

Mail duplicate water bills to:

\_\_\_\_\_  
*(name)*

\_\_\_\_\_  
*(address, city, state, zip code)*

\_\_\_\_\_  
*(home telephone)* \_\_\_\_\_ *(work telephone)*

Choose when to begin duplicate billing:

- Begin duplicate billing as of the LAST read date.  
 Begin duplicate billing after the NEXT read date.

- I hereby authorize AMWC to release (orally and/or in writing) account balance information to my agent listed below.

Agent: \_\_\_\_\_

Phone: \_\_\_\_\_

By signing below, I represent and warrant that I am the owner of the property at the service address listed above. I understand and agree that I am fully responsible for all charges for the water service provided to the property by AMWC. If I have authorized AMWC to release account balance information to an agent, then I further agree to indemnify, defend and hold AMWC harmless from and against any and all actions, claims, demands, damages, settlements and costs, including attorneys' fees, it may incur as a result of, in connection with, or arising from AMWC's release of such account information.

Signature: \_\_\_\_\_  
*(Shareholder)* \_\_\_\_\_ *(date)*