

New Mexico Water Billing – Change of Billing Address – See Instructions Below

Use this form to change your billing address. To change account name or service address, please contact your Board of Directors.

Account Number

Account Name

Service Address (physical location of meter)

Primary Bill Keep primary bill as is -or- Change primary bill information (fill in below)

Name

Send bill to (check only one):

Postal Address

E-mail Address

Fax (with area code)

If E-mail: Password (optional)

If Fax: Cover Sheet Note (optional)

Optional Second Bill Do not send a second bill -or- Keep second bill as is -or- Send a second bill (fill in below)

Choose one: Always send this bill Only send if no payments received for _____ days or if balance is more than \$ _____

Name

Send bill to (check only one):

Postal Address

E-mail Address

Fax (with area code)

If E-mail: Password (optional)

If Fax: Cover Sheet Note (optional)

Optional Third Bill Do not send a third bill -or- Keep third bill as is -or- Send a third bill (fill in below)

Choose one: Always send this bill Only send if no payments received for _____ days or if balance is more than \$ _____

Name

E-mail Address

E-mail Password (optional)

I affirm that the E-mail password(s) specified above (if any) are unique for billing purposes, so that should this password leak or become public, it will only affect my MDWCA bills. I understand that e-mail is not secure, so that if my bill is sent by e-mail but is not protected by a password, it could be intercepted and read by a third party. I hereby indemnify and hold harmless my water association, Cougar, Inc., New Mexico Water Billing, and any other affiliated organization, from any damage or loss should the password or bill become public knowledge.

Signature

Date

Instructions

New Mexico Water Billing can send up to 3 copies of your bill to addresses you designate.

Primary Bill

A primary bill is always required. You may designate it to go to a postal address, e-mail address, or fax number. If there is no change to your primary bill address (e.g. you are only changing your second bill address), check the “Keep Primary Bill As Is” box.

Second Bill

A second bill is optional. It may be sent to a postal address, e-mail address, or fax number. The second bill may be conditional, for example we can send the second bill only if the account is overdue. This may be useful for landlords who keep track of tenants, or for relatives who want to be alerted when bills are not paid.

Third Bill

A third bill is optional, but may only be sent to an e-mail address. The third bill may also be conditional.

E-Mail Bill

E-mail bills are sent as PDF files. You must have Adobe Reader to view your bill. Adobe Reader is free, and can be downloaded from <http://get.adobe.com/reader/>

You may specify a password, in which case the PDF file will be password-protected. Although bills do not contain sensitive account information, they do contain your name and address. It is up to you to decide whether you wish to protect this information with a password.

The password that you specify must be unique, to be used for MDWCA bills only. Since passwords may leak and since e-mail is not secure, using a unique password ensures that only your MDWCA bills will be affected if the password becomes public. **Do not use a password you are already using for other purposes.**

To be sure that you receive our e-mails, please add CustomerService@NMwaterBilling.com to your spam filter's white list.

New Mexico Water Billing will use your e-mail for billing correspondence only. NMWB will not give your e-mail address to any third party, or use your e-mail for any purpose other than billing correspondence, unless directed to do so by your Board of Directors.

Fax Bill

Fax bills are sent to the designated fax number. If this is not a private fax machine, it may be possible for other people to view your water bill.

If you need a cover sheet, fill in the “Fax Cover Sheet Note” box, and a cover sheet will be generated with the contents of the “Name” and “Fax Cover Sheet Note” boxes.