



## **Third-Party Notification** *Easy and Convenient*

### **Do you...**

- **Live alone** and would you like to have a relative or friend notified if you have overlooked paying your water bill?
- **Care for a relative or friend** who could overlook his or her water bill due to illness, financial issues, or language difficulties?
- **Travel frequently**, or have a relative or friend who travels frequently, making it difficult to pay bills on schedule?

If you answered “yes” to any of these questions, you’ll benefit from “third-party notification” for water bill payments.

### **Here’s How It Works**

If you’ve signed up for the Third-Party Notification Program and your water bill is overdue, our Customer Service Department will contact whomever you have designated as your third party. Your third party has time to remind you that your water bill is due and payable, so you can pay it without being concerned that your water service may be turned off because of a missed payment.

### **It’s Easy to Start Third-Party Notification**

There is no charge to sign up. Just fill out the authorization form and return it with your next water bill payment. Make sure both you and the third party sign the form before you send it in. Your third party will not be contacted until attempts to contact you have failed.

1. Although MMWD will try in good faith to notify the designated third party (one attempt), MMWD cannot be held liable for failure to do so.
2. The designated third party is not obligated in any way to pay any part of the customer’s bill.
3. This service can be canceled at any time with written notification.

### **Why wait?**

Enclose this form with your next water bill payment or bring it to the MMWD office at 220 Nellen Avenue in Corte Madera. Our office hours are 8 a.m. to 4:30 p.m. weekdays.

## Request for Third-Party Notification

I request that the designated individual below as my third party be notified in case of nonpayment of my MMWD bill.

Although MMWD will try in good faith to notify the designated third party (one attempt), MMWD cannot be held liable for failure to do so. The designated third party is not obligated in any way to pay any part of the customer's bill.

Name (please print): \_\_\_\_\_

MMWD account number (as shown on bill): \_\_\_\_\_

Mailing address: \_\_\_\_\_  
(street, city, ZIP code)

Daytime phone: \_\_\_\_\_

Your signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

Individual designated as third party to be notified: \_\_\_\_\_  
(please print)

Mailing address: \_\_\_\_\_  
(street, city, ZIP code)

Daytime phone: \_\_\_\_\_

Your designee's signature: \_\_\_\_\_ Today's date: \_\_\_\_\_