

## **Lower Salford Township Authority**

### **PAPERLESS INVOICE SIGN UP**

#### **Instructions to receive your Lower Salford Township Authority sewer rental invoice by eMail:**

When you sign up to receive your invoice by eMail, you will no longer receive a paper invoice in the mail.  
Please note that we may still send late notices and other important communication through US Mail.

eMail invoices will be delivered quarterly at the beginning of March, June, September and December.

**Invoice due dates are 3/31, 6/30, 9/30 & 12/31.**

If you do not receive your invoice, please check your SPAM folder and/or **allow the eMail address:**  
**lsta.noreply@edocsnow.com** or you may contact us at 215-256-8676 or **LSTA.SEWER@LSTASEWER.ORG**

If you wish to terminate the paperless invoicing option, please notify us immediately.

**To initiate the paperless invoicing, please complete the section below and mail or email to:**

**Lower Salford Township Authority**  
**P.O. Box 243**  
**Harleysville, PA 19438**  
**LSTA.SEWER@LSTASEWER.ORG**

LSTA Account Number:\_\_\_\_\_

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

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

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

eMail address:\_\_\_\_\_

**I authorize Lower Salford Township Authority to eMail my invoice to the eMail address above. I understand that I will no longer receive an invoice in the mail. I understand that I am responsible for payment of my invoices due on 3/31, 6/30, 9/30 & 12/31 whether I receive my invoice or not and that failure to receive my invoice does not absolve me from late fees.**

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

<i>For office use only:</i>
<i>Date received:</i>
<i>Date entered:</i>
<i>Initials:</i>