

EMAIL ADDRESS ACKNOWLEDGMENT FORM

Mooney & Associates is constantly striving to provide you with better services in the most cost effective ways. Therefore, we are requesting that you provide us with your email address for the purpose of providing you with correspondence. We will be able to send correspondence and/or copies of documents that we receive regarding your case to you at your email address much more quickly than via regular mail. All such correspondence would be sent through password protected email and we will provide you with a unique password for all emails from **Mooney & Associates**. This will be cost effective for you because **Mooney & Associates** would no longer charge you for postage fees for these types of correspondence. We would ask that you always print out the documents you receive and store them in your **Mooney & Associates** folder. If you do not have a **Mooney & Associates** folder, please do not hesitate to ask the receptionist to provide you with one. **By indicating you agree to receive correspondence via email, you hereby agree to check the provided e-mail address account on a regular basis.**

___ I **agree** to receive correspondence from **Mooney & Associates** via password protected email.

OR

___ I **do not agree** to receive correspondence from **Mooney & Associates** via password protected email.

Date: _____

Signature

Printed Name: _____

Email Address: _____

FOR OFFICE USE ONLY:

Email Password: _____