



## **Request for Account Information**

This form must be completed by the individual requesting information on a Marblehead Water and Sewer Commission account when that person is anyone other than the owner listed on the account. The form must be returned to the Water and Sewer Commission office with a payment of \***\$4.50 to cover related expenses**. If return of the information requested is to be via US Mail, a stamped, self-addressed envelope must be included. Only general account information will be provided; no personal information will be given. No information will be given over the telephone.

Please mail request and payment to: **Marblehead Water and Sewer Commission, Account Information Request, P.O. Box 1108, Marblehead, MA 01945.**

*Please complete the following and return to the address above:*

### **YOUR INFORMATION**

Name \_\_\_\_\_ Business or Organization \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Reason for Request \_\_\_\_\_

Information returned to you by FAX Email Mail (Include stamped, self-addressed Envelope)

### **ACCOUNT INFORMATION**

Account Address \_\_\_\_\_

Name on Account \_\_\_\_\_ Account # (If Available) \_\_\_\_\_

Account Information Requested (Please be Specific):

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\*Based on photocopy charges for one (1) page and estimated 10 minutes time to produce and process information request. An estimate will be sent when more than one page will be required.

Returned checks will be assessed a \$25.00 Returned Check Fee.