



The TOWN OF NORWOOD
MUNICIPAL LIGHT DEPARTMENT
BILLING DIVISION
781-948-1200

ACCOUNT DESIGNEE

Dear Customer:

In order to protect the privacy of our customers, effective June 1, 2010, the Norwood Municipal Light, Broadband, Water & Sewer Billing Department will not give out specific account information, except to the customer of record. We understand that at certain times you may want a spouse, roommate or other designee to be able to access your account information. This will require your express written authorization.

If you would like to authorize access to your account information to an Account Designee, please complete the information below and return it to the Norwood Municipal Light Department. An Account Designee will be authorized to obtain billing and consumption information only and no other information will be released.

- Only the customer of record will be able to terminate service.
- If you elect to password protect your account please provide this information to your Account Designee.

If you have any questions about this service please contact our Customer Service Department at 781-948-1200.

Customer Name:

Service Address:

Electric Account #:

Broadband Account #:

Water & Sewer Account #:

The following Account Designee may inquire and receive information concerning the utility bills as noted above. Please note that only the customer of record will be able to terminate service and no personal information will be provided. It is the customer's responsibility to notify our office in writing to change or terminate this agreement.

Full Name of Account Designee:

Relationship to Customer:

Password:

Customer Signature:

Date:

Return your completed form to:

Businessoffice@norwoodlight.com (email) ~ 781-769-0660 (fax) ~ 136 Access Road