

To request a statement of utility usage, please complete the following form and return for each statement requested.

- A. Please enter the name of the person who is presently being billed for the electric and/or gas utilities at the address for which the statement is requested.
- B. Enter the complete address for which the statement is requested.
- C. Enter the National Grid account number listed on the utility bill.  
**Note: If you are the property owner or third party but not the customer of record, we can only release usage information with the customer of record's signature.**
- D. Enter the name and mailing address, fax, or email address you would like the statement sent to.

### Statement Type:

**Usage**                       **Sales Tax**                       **Usage with Payments**

Date From \_\_\_\_\_ to \_\_\_\_\_                      Date From \_\_\_\_\_ to \_\_\_\_\_                      Date From \_\_\_\_\_ to \_\_\_\_\_

Customer of Record
Name:
Service Address:
City, State:
Mailing Address:
City, State:
Account Number:
Tax ID:
Signature:
Date Signature (Third Party):
Notes:

Please **SIGN** the certification form and return via the following methods:

- **Email** a signed copy of the completed to: **offline.workgroup@nationalgrid.com**
- **Fax** a signed copy of the completed to: **315-477-7691**
- **Mail** a signed copy of the completed to: **National Grid  
300 Erie Blvd West  
Attn: AMO C-1 Offline Workgroup  
Syracuse, NY 13202-4250**

Send statement to customer by: **Mail**  **Email**  **Fax**

Customer's Mailing address, email address, or fax number.