

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	Property Owner	3rd Party (signature of customer of record or property owner is required)
Name:	Name:	Name:
Service Address:	Service Address:	Service Address:
City, State:	City, State:	City, State:
Mailing Address:	Mailing Address:	Mailing Address:
City, State:	City, State:	City, State:
Account Number:	Account Number:	Account Number:
Signature, Date	Signature, Date	Signature, Date

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

- **Email** a signed copy of the completed to: [offline.workgroup@nationalgrid.com](mailto: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  
Syracuse, NY 13202-4250**

Send statement to customer by:  Mail  Email  Fax

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