



**SUBJECT: Authorization for Access to Account Information**

Dear MMED Residential Customer:

In order to protect the privacy of our customers, Mansfield Municipal Electric Department (MMED) does not give out information on customer accounts, 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 and we are offering you the opportunity to authorize access to your account information to an account designee. This will require your express written authorization.

If you would like to authorize access to your account information to an account designee, please complete, detach, and mail the form to: **Laurie Anderson, Business Manager; Mansfield Municipal Electric Department; 125 High Street Unit #2; Mansfield, MA 02048** or fax to **508-261-7391 Attn: Laurie Anderson**.

An account designee will be authorized to obtain billing and consumption information only and no other information will be released. **Please note: (1) Only the customer of record will be able to terminate service. (2) If you elect to password protect your account, please give this password to your designee.** Obtaining password protection will require you to fill out a separate form. If you have not already done so, please contact Laurie Anderson at 508.261.7361 to request a form for password protection.

If you have any questions about this service, please contact our Customer Service Department at 508-261-7361. Again, this is an optional service designed to enhance security on your account.

Sincerely,

Laurie M. Anderson  
Business Manager

*Return directly to MMED at the above address*

**ACCOUNT ACCESS AUTHORIZATION**

Customer Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Contact phone #: \_\_\_\_\_

Account Number: 

--	--	--	--	--	--	--	--	--	--

\*\*\*Full Name of Account Designee: \_\_\_\_\_

Relationship to Customer: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*The account designee may inquire and receive information concerning utility bills at the above location. Please note that only the customer of record will be able to terminate service and no personal information will be given out. It is the customer's responsibility to notify MMED in writing to terminate or change this agreement.