



NEW CUSTOMER REQUEST/ DATA CHANGE

*Town of Derry
14 Manning Street
Derry NH 03038
Fax 432-6130*

once completed return to: Tax Collector

Please Print

***Date:**

*Customers Number	
*Parcel Number	
*Property Owners Name	
*Business Name ²	
*IRS Tax ID Number	
*Property Address:	
*Mailing Address:	
(City, State, Zip)	
*Contact Name	
*Primary Residence	<input type="checkbox"/> YES <input type="checkbox"/> NO
*Telephone:	Home: Cell:
Email Address:	
Tenant Name ¹ :	
Mailing Address ¹ :	
*Please check all applicable box(s):	<input type="checkbox"/> Tax Billing <input type="checkbox"/> Both Tax & Utility Billing <input type="checkbox"/> Utility Billing <input type="checkbox"/> Additional Utility Billing

¹ Additional bills for utility can be sent to tenants upon request in writing. There is a \$1.00 fee per quarter charge, complete section above.

² If Business name attach a NH Corporation Division of registered Business Name form.

***REQUIRED FIELDS**

Signature _____

=====

for office use only:

Customer number assigned:	
Existing customer number:	
Completed by:	
Date:	

Customer Change Request Procedure

(must be initiated by the owner of record)

- 1) Customer complete, sign and date “New Customer Request/Data Change” form.
- 2) Completed form must be returned to the Tax Office to initiate any changes.
- 3) Tax Office will Identify request (Utility Customer #/Tax Customer #) and scan to S:\\TAXCOLLECTOR\\CUSTOMER DATA CHANGE\\FY2013*last, first name*
 - Tax Only
 - Utility Only(water, sewer or sewer assessments)
 - Tax & Utility
- a) **Tax Only** – Original form forwarded to Mark J. in Assessing Department to initiate change through assessing system and transferred to Munis through weekly bridge-Assessing files original request with tax card – Tax Office makes no changes in Munis.
- b) **Utility Only** – Tax makes requested address changes in Munis – forward original form to Debbie P. in DPW- DPW files original by customer.
***note: if utility customer # & tax customer # the same – Tax office create new utility customer # just for utility billing (for new tenants).**
- c) **Tax & Utility** – (same customer number for both utility & tax billing)
Forward original request to Mark J in Assessing & copy Debbie P in DPW
- Assessing files original request with tax card - wait for bridge to reflect change - Tax makes no changes in Munis.