



Dispute Resolving Board (DRB) Review Request Form

Please print the completed form and submit via postal mail to WSSC, Attention: Research & Communications Section, 9th Floor, 14501 Sweitzer Lane, Laurel MD, 20707 or via fax to 301-206-7013. You may also save the completed form and submit as an e-mail attachment to customerservice@wsscwater.com. Please **retain a copy for your records**.

Disputed charges will be temporarily removed from the account pending the decision of the DRB. All undisputed charges must be paid as they become due.

Date

Customer Information

Name

Account Number (if known)

Premise Address

City

Postal Code

Phone

E-mail

Preferred way to contact you?	E-mail	Phone	Postal Mail
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Mailing Address (if different)

Address 2

City

State

Postal Code

Meter Reading(s)

If the property is served by an inside water meter, please provide the current 7 or 8 digit meter reading. (Include any stationary "0's."). Alternatively, if you prefer, you may submit a picture of the meter reading along with your form.

Meter Reading(s) Date

Main Meter Reading

Outside Remote Reading Device (if possible)

Sub-meter Reading (if applicable)

Outside Remote Reading Device (if possible)

Dispute Information

*Disputed Billing Period(s):

*WSSC will not accept any DRB Review Request Forms for bills generated more than 60 days of the meter reading date upon which the bill was based.

Please thoroughly explain your reason for disputing the bill(s) (include all information/documentation pertinent to your dispute)

*Disputed unpaid portion of the bill(s)

*WSSC's fees are required by Maryland law; therefore, this amount should not equal 100% of the billed charges. Additionally, if the property was occupied during the period and water was used, this amount should not equal 100% of the water/sewer charges.

of people living at the property during the disputed period(s)

of people living at the property one year before the disputed period(s)

of people living at the property currently

14501 Sweitzer Lane
Laurel, MD 20707
www.wsscwater.com

Main 301.206.WSSC (9772)
Toll Free 800.828.6439

Emergency 301.206.4002
TTY 301.206.8345