



Property Owner Authorization for Tenant Pay Plan Form

WSSC account numbers are assigned to the property owner. In accordance with State law, property owners are ultimately responsible for payment of all water and sewer bills, including any bills left unpaid by a tenant. By submitting this form, I authorize WSSC to allow my tenant on the account listed below to enter into a payment plan. In addition, I understand that the payment plan will temporarily suspend WSSC collection activity on the account.

Once completed, please submit this form via e-mail to customerservice@wsscwater.com; via fax to 301-206-7013; or via postal mail to WSSC, Attention: Research & Communications Section, 9th Floor, 14501 Sweitzer Lane, Laurel MD, 20707.

Owner Information

Owner Name

WSSC Account Number (if known)

Premise Address

City

Postal Code

Phone

E-mail

Preferred way to contact you?

E-mail

Phone

Postal Mail

Preferred frequency of form submittal

Once for as long as I own the property

Each time a new tenant moves in

Each time my tenant(s) request a Pay Plan

Mailing Address different than
premise address?

Address 1

Address 2

City

State

Postal Code

Tenant Information

Tenant Name

Phone

E-mail

Premise Address

City

Postal Code

Mailing Address different than
premise address?

Address 1

Address 2

City

State

Postal Code

Special circumstances not captured
by this form? Tell us about it here:

I authorize Pay Plans on my WSSC account as reflected on this form.

Owner's Name (Printed)

Owner Signature

By selecting this box, I am submitting
this form with my electronic signature:

Date

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