



Duxbury Public Schools

93 Chandler Street, Duxbury, Massachusetts 02332
Telephone (781) 934-7600 • FAX (781) 934-7644
www.duxbury.k12.ma.us

Superintendent
Dr. Benedict Tantillo III
781-934-7600

Assistant Superintendent
Dr. Laurie Hunter
781-934-7604

Administrator of Special Education
Mr. Bruce M. Cole
781-934-7643

Business Administrator
Ms. Susan Nauman
781-934-7600

To Whom It May Concern:

In an effort to update our records with complete information for the organizations/individuals utilizing the Duxbury Public Schools for their activities or events, I am requesting the following information:

1. A current Certificate of Insurance – please have your insurance company forward naming Duxbury Public Schools as Additional Insured
2. Contact person / Person responsible for payment: _____
3. Billing Address: _____
4. Phone Number: _____
5. Email Address: _____
6. A completed W-9 Form (Request for Taxpayer ID) – attached

Please complete this information in its entirety and return as soon as possible to my attention at Duxbury Public Schools, 93 Chandler Street, Duxbury, Massachusetts 02332. If you should have any questions, please contact our Building Use Coordinator, Gail Anderson, at (781) 934-7650.

Thank you for your assistance!

Sincerely,

Emily A. Hardwick
Supervising Accountant

Updated February 2015

Learning for Life

Duxbury Public Schools provides a high quality, comprehensive education that enables students to make connections between learning and life and prepares them to meet the challenges of a dynamic society.