



DUXBURY PUBLIC SCHOOLS

Duxbury Public Schools
93 Chandler Street, Duxbury, Massachusetts 02332
Tel: (781) 934-7600 • Fax: (781) 934-7644
District website • www.duxbury.k12.ma.us
Twitter: @duxbury_ps • Facebook: Duxbury Public Schools

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

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

Please complete this information in its entirety and return as soon as possible and return to Duxbury Public Schools, 71 Alden Street, Duxbury, Massachusetts 02332. If you should have any questions, please contact the Duxbury High School Office, at (781) 934- 7650.

Thank you for your assistance!