**BANNER ENTITY REQUEST FORM**

**Banner Entity and/or Billing Address Change Request Form**

**Click to choose:**

****

**Double click to choose type:**

**New Entity/Account #** **Add BI address** **Update BI address**

**Instructions:**

When requesting an Entity and/or updated Billing Address for an Individual, Business, Organization or Company we need the following:

ONE REQUEST PER FORM ONLY.

Full Name (no acronyms) of the Individual Business, Organization or Company:

(This is the party responsible for payment of the invoice or statement).

Virginia Tech ID# or Tax ID# (if available), along with complete address

Please attach supporting documentation for billing request (i.e. customer’s purchase order,

department registration form, etc.)

This form, when complete, could contain student record information and/or PII. Please include the

FERPA disclosure found on the Registrar’s website at: <http://www.registrar.vt.edu/privacy/index.html> when sending by campus mail. Do not share through email. Thank you.

**Complete Below:**

**Virginia Tech ID number or Tax ID number: (If available):**

**Business, Organization or Company Name:**

OR

**First Name:**  **Last Name:**

**Department Name/Contact person: (If applicable):**

**Complete Address:**

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Requested by VT Department Name:       Requesting Personnel:

Phone Number:       Email:

**This section to be completed by Office of the University Bursar**

Name of OUB employee:       Insert Email/Phone #:

Insert Entity Code:

Comments (OUB employee only):

ID Number \_\_\_\_\_\_\_\_\_\_\_

Date completed by Finance Database Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_