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

**Select One:**

 ****

**Select One:**

****

**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):** Click or tap here to enter text

**Business, Organization or Company Name:**  Click or tap here to enter text

OR

**First Name:**Click or tap here to xt L**ast Name:** Click or tap here to et

**Department Name/Contact person: (If applicable):** Click or tap here to enter text

**Complete Address:** Click or tap here to enter text

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**Requested by VT Department Name**: Click or tap here to enter text

**Requesting Personnel:** Click or tap here to enter text

**Phone Number:** Click or tap here to **Email:** Click or tap here to enter text

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

**Name of OUB employee:** Click or tap here to entet **Email/Phone #:** Pleaslick or tap

**Entity Code:** Click or tap here to enter text

Comments (OUB employee only): Click or tap here to enter text

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**ID Number:** Click or tap here to enter text

Date completed by Finance Database Group: Click or tap to enter a date.