

BANNER ENTITY REQUEST FORM

Banner Entity and/or Billing Address Change Request Form

Business Student Organization Individual VT Foundation

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:

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):

Date completed by Finance Database Group: _____

Invent the Future