



REQUEST TO UPDATE INFORMATION

THIS Request to Account Information for Pay4SchoolStuff MUST BE COMPLETED BY AUTHORIZED INDIVIDUALS ASSOCIATED WITH THE ACCOUNT. Completion of the information on this form is for the purpose of **changing** the account information that is currently on file with Pay4SchoolStuff. Any mistakes, changes, omissions or deletions must be made on a separate form. Furthermore, Pay4SchoolStuff is not responsible for any errors made in the completion or submission of this form.

School Name: _____

Organization/Association: _____

Name of Person Requesting Change: _____

Signature: _____

Date of Request: _____

Date Changes Go into Effect: _____

<u>Current Account Information:</u>	<u>New Account Information:</u>
<u>Coordinator Name:</u>	<u>Coordinator Name:</u>
<u>Title/Position:</u>	<u>Title/Position:</u>
<u>Contact Phone Number/Fax:</u>	<u>Contact Phone Number/Fax:</u>
<u>Email Address:</u>	<u>Email Address:</u>

***Please send us a copy of this form via email or fax to info@pay4schoolstuff.com or 877-397-2937**