

# Customer Contact Update Form

IN.gov Account Number: \_\_\_\_\_

Name of Business: \_\_\_\_\_

## Customer Contact Update

Current administrator name: \_\_\_\_\_ Delete user from account? Yes \_\_\_ No \_\_\_

New administrator name: \_\_\_\_\_ Current user on account? Yes \_\_\_ No \_\_\_  
If no, this contact will automatically be added as a user on your account.

New administrator email address: \_\_\_\_\_

New administrator signature: \_\_\_\_\_

Is this a co-customer contact? Yes \_\_\_ No \_\_\_ If yes, note that only one customer contact can receive email account notifications. Please list below the customer contact that is to receive account notifications : \_\_\_\_\_

## Responsibilities of the Account Administrator

- Notify IN.gov of all changes on account
  - Addition/Deletion of users
  - Address change
  - Billing information change
- Insure usernames and passwords are not shared. It is in violation of the account agreement to do so.
- IN.gov will only discuss account information with the Account Administrator.

Date: \_\_\_\_\_

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