

The Customer is responsible for notifying IN.gov of any change in the Customer Contact.

**Instructions:**

Complete the information below, obtain Customer signature, and mail or FAX to:

Sign and Fax or Mail form to:

Fax: (317) 233-2011

Mail: IN.gov

151 W Ohio St, Suite 100

Indianapolis, IN 46204

Need help? Email customer service at: [customerservice2@egov.com](mailto:customerservice2@egov.com); or call (888) 446-3468

**SECTION 1 – Customer Contact Responsibilities**

A Customer Contact, designed and authorized by the Customer, is responsible for notifying IN.gov of all account changes including:

- Adding/Deleting/Updating Users and/or their email addresses
- Billing Contact or Information Changes
- Receiving and sharing notices and communications from IN.gov relative to this Agreement with Users and/or Customer.

IN.gov Account Number:

Business Name:

**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:

Administrator to Receive Notifications:

## SECTION 2 – Account Administrator Responsibilities

Notify IN.gov of all changes on Account

- Addition/Deletion Users
- Address Changes
- Billing Information Changes
- Ensure 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.

If the above Customer Contact was designated as such by a Customer, the Customer must sign below to acknowledge and indicate agreement with the change.

*Print Customer Name, Title:*

*Customer Signature:*

*Date:*