

Customer Account Change Form

Location: _____

Location Number: _____

Account Number: _____

Date: _____



Customer Name: _____

Card / Permit Replacement

Old Card / Permit No: _____

New Card / Permit No: _____

Reason/Notes: _____

Cancellation (requires approval based on Levels of Authority below)

Effective Date: _____

Adjustment Amount: _____

Card/Hangtag # _____

Vehicle Make/Lic Plate: _____

Reason/Notes: _____

Signature & Date: _____

Account Adjustment (requires approval based on Levels of Authority below)

Amount to be credited to account: _____

Reason/Notes: _____

Rate Change (requires Regional Manager approval)

Old Rate: _____

New Rate: _____

Reason/Notes: _____

Approvals

Account Manager (up to \$25.00)

Area Manager (up to \$500.00)

Regional Manager (up to \$1000.00)

Regional Vice President (over \$1000.00)