

Maintenance

Request

Form

This form is required when requesting changes to an existing account, such as: address changes, name change, transaction limit, closing an account, etc.

OFFICE OF EDUCATION SERVICES
MAINTENANCE REQUEST -- VISA PURCHASING CARD

Organization Name: _____ Date of Request: _____

Account Number: _____ Name on Account: _____

Requested Maintenance to Account:

Address Change to: _____

Street address--26 characters

City: _____ State: _____ Zip code: _____

Close Account Reason: _____

Name Change from: _____ to: _____

Credit Line Change from: \$ _____ to: \$ _____

Transaction Limit from: \$ _____ to: \$ _____

MCC Change delete: _____ add: _____

Additional Comments on Request:

AUTHORIZED SIGNATURE

Authorized/Approving Individual

Date

***Fax Form to Agency (919) 733-2970*