

## Subscriber Change Form for On-Line Bill Pay

Date:

---

### Financial Institution Information (Required)

Financial Institution Name:

Financial Institution Employee Name:

Financial Institution Employee E-mail Address:

Financial Institution Employee Contact Number:

Extension:

---

### Subscriber Information as it appears in Sponsor Care (Required)

Subscriber First and Last Name:

Subscriber ID or Social Security Number:

---

### Subscriber Status Change Request

Fill out this section to Close/Inactivate or Activate/Reactivate a Subscriber's Bill Pay Account

Close/Inactivate Bill Pay:

Activate/Reactivate Bill Pay:

Additional Details:

---

### Payment Account Information

To be completed ONLY for account number update requests

Financial Institution's Routing Number:

Old or Incorrect Account Number (if applicable):

New or Correct Account Number (as it appears on personal checks):

Add and confirm:

Change and Confirm:

Delete:

Confirm:

Additional Details:

---

### Change Billing Class Code

Fill out this section to update a Subscriber's Billing Class Code

New Billing Class Code:



**Personal Information Change**  
Only fields to be updated need to be completed

Please select whom this change applies to:  
When adding a co-subscriber, social security number, date of birth and name are required.

Primary Subscriber:

Co-Subscriber:

Add Co-Subscriber:

New First Name:

New Middle Name:

New Last Name:

New Date of Birth:

New Social Security Number:

New Address Line 1:

New Address Line 2:

New City:

New State and Zip Code:

New Daytime Phone:

New Evening Phone:

New E-mail Address:

Additional Details:

---

**Add Payee**

Payee Name:

Payee Account Number or check memo:

Payee Address Line 1:

Payee Address Line 2:

Note: In order for the second line of the payee address to appear on payments the second line must begin with ATTN: or C/O

Payee Address Line 3:

Payee City:

Payee State and Zip Code:

Payee Phone:

Additional Details:

Please fax completed form to 727-540-2222. Once completed, confirmation e-mail will be sent to you.