



**BANNER FUND CHANGE FORM**

Customers wishing to change billing for telecommunications services should complete and return this form to NI&S. Please forward all questions to cnsar@vt.edu or call (540) 231-6460.

*Requests received on the 1st of the month or later will not be effective until the following billing period.*

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

Department Name: \_\_\_\_\_

Organization Number: \_\_\_\_\_

Contact Person 1: \_\_\_\_\_ PID: \_\_\_\_\_

Contact Person 2: \_\_\_\_\_ PID: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Current Information**

Banner Fund Number: \_\_\_\_\_

Organization Number: \_\_\_\_\_

Customer Account Number (CAN): \_\_\_\_\_

**New Information**

***\*\* Customer Account Numbers will be assigned for each Banner Fund Number \*\****

Banner Fund Number: \_\_\_\_\_

Organization Number: \_\_\_\_\_

Customer Account Number (CAN): *(if applicable)* \_\_\_\_\_

Check if requesting a new Customer Account Number (CAN)  
*(Web Access form will be required for new CAN requests)*

**Service Description** (enter all applicable information)

Building	Room	Portal	Ext or Circuit #

Authorized Signature: \_\_\_\_\_  
*(must be HokieMart Approver for the new fund and org)*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_