

Request to Add or Change an AR Customer

NOTE: In order to process customer information in current month, request must be received by Revenue, Capital & General Accounting within 5 business days from end of month.

Date: _____

Requested by: _____ Billing Dept: _____

Phone Number: _____ E-Mail Address: _____

Request Type:

Set up New Customer

Change Customer Information FAST AR Customer # _____

Customer Type:

Provincial Government Organization / Department

Federal Government Organization / Department

General Customer

Customer Information – Bill-To Customer Name and Address:

Complete Name (max 50 char): _____

Address Line 1 (max 35 char): _____

Address Line 2 (max 35 char): _____

Address Line 3 (max 35 char): _____

City: _____ Prov/State: _____

Country: _____ Postal/Zip Code: _____

Contact Name: _____ Fax Number: _____

Phone Number: _____

Email Address: _____

Please send completed forms to: Revenue, Capital & General Accounting
Rm 315 Admin Building
Fax: 474-7501
E-Mail: Accounts_Receivable@umanitoba.ca

For Office Use Only:

Date FAST AR Updated: _____

FAST AR ID Assigned: _____