**INTELLICORP ACCOUNT CHANGE FORM**

The following instructions will assist with completing an IntelliCorp Account Change Request form.

* If your company is updating the **billing address and/or billing contact only,** an Account Change Request is not required.
	+ To update billing information, contact Client Success via email at**customerservice@intellicorp.net****,** phone at 888-946-8355, or chat.
* With the exception of the billing address, the location where the business is operating and intends to utilize IntelliCorp’s products and services must be a physical address (commercial or residential).
	+ If the business physical address field includes the location of a virtual office and/or mail service (USPS, Fed Ex, UPS, etc.), the updates will not be processed until the correct address is provided.
* **NEW COMPANY UPDATES** and **PREVIOUS COMPANY INFORMATION ON FILE**
	+ Federal Tax ID Numbers are required under both of these categories.
* **NEW COMPANY UPDATES**
	+ Ownership change question is required under this category.
* **PREVIOUS COMPANY INFORMATION**
	+ All fields under this category are required and marked with an asterisk unless specified as optional.
* **NEW COMPANY UPDATES**
	+ If there are no changes, mark the field with N/A.
* The form must be signed and dated by an authorized representative of your company.
* Send completed form via email to credentialing@intellicorp.net or by Fax at 216-450-5105.
* IntelliCorp cannot process the requested changes without the necessary information.

**INTELLICORP ACCOUNT CHANGE REQUEST**

With the exception of the billing address, updates will not be processed if the new address provided is a virtual office and/or mail service address (Ex: UPS, Fed Ex, USPS, etc.). Information is required for **all fields marked with an asterisk (\*)** in Columns 1 and 2unless specified as N/A (Not Applicable). Mark fields with “N/A” in Column 2 if the item information has not changed from Column 1.

|  |  |
| --- | --- |
|  |  |
|  **COLUMN 1** | **COLUMN 2** |
| **CHANGE INFO ON MY ACCOUNT TO:** | **CURRENT INFO ON FILE WITH INTELLICORP:** |
| **LEGAL Business Name \*** Click or tap here to enter text. | **LEGAL Business Name**Click or tap here to enter text. |
| **DBA (If applicable)*****(If not applicable, enter N/A)***Click or tap here to enter text. | **DBA (If applicable)**Click or tap here to enter text. |
| **OFFICE Address\*** Click or tap here to enter text.**Including City, State****& Zip Code** | **OFFICE Address** Click or tap here to enter text.**Including City, State****& Zip Code** |
| **Business Phone\***Click or tap here to enter text. | **Business Phone**Click or tap here to enter text. |
| **Primary Contact Name\***Click or tap here to enter text. | **Primary Contact Name**Click or tap here to enter text. |
| **Billing Address\*** Click or tap here to enter text.**Including City, State****& Zip Code** | **Billing Address** Click or tap here to enter text.**Including City, State****& Zip Code** |
| **Billing Contact Name\***Click or tap here to enter text. | **Billing Contact Name**Click or tap here to enter text. |
| **Billing Contact Email\***Click or tap here to enter text. | **Billing Contact Email**Click or tap here to enter text. |
| **Federal Tax ID \***Click or tap here to enter text. | **Federal Tax ID\*** Click or tap here to enter text. |
| **Has Ownership Changed? \*** [ ]  **YES** [ ]  **NO** |

**USER ACCESS UPDATES (If Applicable)**

|  |  |
| --- | --- |
| **ADD NEW USER****Name & Email Address**Click or tap here to enter text. | **DISABLE USER****Name & Email Address**Click or tap here to enter text. |
| **ADD NEW USER****Name & Email Address**Click or tap here to enter text. | **DISABLE USER****Name & Email Address**Click or tap here to enter text. |

**Signature of Owner/Officer or Legally Authorized Representative**

**Name &Title (PRINT):**  **Date:**