

# 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: \_\_\_\_\_ 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:**

Full Legal 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: \_\_\_\_\_