

# Accounts Receivable Customer Update Form

Utilize this form to update a customer's address and/or to add a DBA or an alias in the A/R system in FAMIS.

Customer Number: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Customer Phone Number: \_\_\_\_\_

Customer Contact Person: \_\_\_\_\_

Other Customer Names (DBA/Alias):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested by:

\_\_\_\_\_

Name

\_\_\_\_\_

Department

\_\_\_\_\_

Email Address

\_\_\_\_\_

Contact Number

\_\_\_\_\_

Date

---

**Accounts Receivable Use Only:**

\_\_\_\_\_

Processed By

\_\_\_\_\_

Date

**Please fax or email this form to the Accounts Receivable Office**

**Fax Number: (361) 825-2909**

**Email Address: [Accounts.Receivable@tamucc.edu](mailto:Accounts.Receivable@tamucc.edu)**