

## **Customer Information Form Instructions**

Texas A&M University

This form is required to establish a customer account that allows TAMU/TAMUG/or TAMUS to extend credit for goods and/or services to external customers. If a customer account is not established, payment must be made at the time of the sale of goods and/or services.

This form is used to establish new customer accounts and update current customer accounts.

### **Business/Individual Customer Name**

Provide the business name or individual name of the party responsible for payment to TAMU/TAMUG/TAMUS. Please note that an individual customer is someone that is doing personal business with TAMU/TAMUG/TAMUS and is responsible for personal payment.

### **Federal ID/Social Security Number**

Provide the Federal Identification Number for the company responsible, or provide the Social Security Number for the individual responsible for payment.

### **TAMU/TAMUG/TAMUS customer number (if assigned)**

Provide the 13 digit customer number if established; if not, leave blank. You will be notified once the account is established.

### **Customer Information Address**

Provide the address in which invoices and past due notices should be mailed.

### **Contact Name**

Provide the contact name of the person completing this form.

### **Email Address**

Provide the email address of the person completing this form.

### **Phone/Fax**

Provide the phone and fax number of the person completing this form.

### **Persons authorized to make purchases on this acct.**

Provide names of persons, other than the person completing this form, that have authority to make purchases on this account. Accounts

### **Payable Contact Name**

Provide the Accounts Payable contact name if it is someone other than the person completing this form.

### **Email Address**

Provide the email address of the Accounts Payable contact.

### **Phone/Fax**

Provide the phone and fax number of the Accounts Payable contact.

### **Name/Signature/Title**

Have authorized individual sign, print name and date this form. Please provide title.

Send this form to the department with which business is being conducted. Department Representatives should then complete the form and submit it to the appropriate office provided on the bottom right of the form. For questions concerning the Customer Information Form, please contact Sales & Receivables at [979-845-4035](tel:979-845-4035) or [ar@tamu.edu](mailto:ar@tamu.edu).

