

Commercial Customer Service Account Update & Change Form

I, _____, an authorized representative of _____,
(Print name) (Customer name if applicable)
 on behalf of the customer or as the primary account holder, request the following information to be updated or changed on Colorado Springs Utilities customer service account number _____.

Please provide the following information if applicable:	
Tax Identification Number (EIN)	
Physical Address:	
Billing Address:	
Company Phone Number:	
Company Fax Number:	
Account Password - *(optional)	
Authorized Persons - Please list all persons authorized to update business information, make account inquiries or perform transactions.	
Name & Title:	
Phone:	
Name & Title:	
Phone:	
Name & Title:	
Phone:	

Notes:

- If there are multiple account numbers or additional authorized persons, please provide details on separate sheet.
- You may assign an optional password to the account that may be used for verification purposes when contacting the customer service center or our walk-in service center, in lieu of the Tax Identification Number (EIN).
- It is the responsibility of the customer or primary account holder to ensure that all representatives can provide either the EIN or account password to Colorado Springs Utilities in order to access account information.
- Only those individuals listed on the account may perform transactions or update business information such as payment arrangements, start/stop service and address changes.
- Individuals not listed on the account, that can provide the customer name and EIN or account password may only make inquiries regarding bill amount, payment record, usage and service orders.

Signature _____ Date _____

Please fax this completed form to Colorado Springs Utilities at 719-668-7176.

