

# Mail Services

## Account Change/Request Form

**Instructions:** Use this form to request a new Mail Services account, to change the BANNER account numbers associated with an existing account, delete an existing account, or to establish a new Mail Stop number. For assistance, please call Mail Services at 662-325-3835. **Return completed form to Mail Services, Mail Stop 9600 or fax to 662-325-0800.**

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name (if applicable): \_\_\_\_\_

\_\_\_\_\_  
BANNER Fund Number      Organization      Program      Activity

*\*Please note: All applicable charges for the fee-based services provided by Mail Services will be charged to this BANNER account number*

Campus Mail Stop: \_\_\_\_\_

Service Requested:

Establish a new account or sub-account for this department/project

Change the current BANNER number to a new BANNER number specified above

Delete this account

Set up new Campus Mail Stop (number will be assigned by Mail Services)

Contact Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Authorization

Department Head Name: \_\_\_\_\_

*(Please type or print)*

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### MAIL SERVICES USE ONLY

Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Date Confirmation Sent: \_\_\_\_\_

Mail Services Employee: \_\_\_\_\_

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