



# Account Update Form

Please complete all applicable fields below and email to [customerservice@fleetcor.com](mailto:customerservice@fleetcor.com) or fax to (770) 453-3019.

**Fleet #** \_\_\_\_\_ **Date** \_\_\_\_\_

**Company Name** \_\_\_\_\_

*Please note – if you need to update your Company Name, please see the second page of this form.*

**Email Address Change**  Yes  No

Old Email	_____
New Email	_____

**Phone Number Change**  Yes  No

Primary Number:	Old	_____	New	_____
Fax Number:	Old	_____	New	_____

*Please include area code*

**Address Change**  Yes  No

Physical Address:	Old Street Address	_____				
	City	_____	State	_____	Zip	_____
	New Street Address	_____				
	City	_____	State	_____	Zip	_____
Billing Address:	Old Street Address	_____				
	City	_____	State	_____	Zip	_____
	New Street Address	_____				
	City	_____	State	_____	Zip	_____

*Note: Physical address cannot be a P.O. Box.*

**Contact Name(s) Change**  Yes  No

Current Authorized Contact(s):	1.	_____
	2.	_____
	3.	_____

Name(s) to Remove:

Name(s) to Add:

1.	_____	1.	_____
2.	_____	2.	_____
3.	_____	3.	_____

**Security Password Change?**  Yes  No

Old Password	_____	New Password	_____
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*Note: If this is a new Security Password setup, indicate "n/a" in the Old Password field.*

**Please sign below to approve the processing of this request. By signing, you are indicating that you are an authorized representative of the Company listed above and can provide approval for account maintenance with FleetCor. Please allow 48 business hours for processing from the receipt of your completed form.**

**Requestor Signature** \_\_\_\_\_

**Print Name of Requestor** \_\_\_\_\_

**Title of Requestor** \_\_\_\_\_

## Company Name Change

Please check the appropriate reason below and return it to us with the requested documents.

\_\_\_\_\_ New Owners: you will need to reapply. You can apply online at [www.fuelman.com](http://www.fuelman.com).

\_\_\_\_\_ Same owners, different type of business: you will need to reapply. You can apply online at [www.fuelman.com](http://www.fuelman.com).

\_\_\_\_\_ Same owners, sole proprietorship, not incorporated: please send a copy of your business license.

\_\_\_\_\_ Same owners, same business but incorporated: Please send a copy of the Articles of incorporation.

\_\_\_\_\_ Same owners, same business, changed from one corporation name to a different corporation name: Please send a copy of the Article of Amendment.

\_\_\_\_\_ Same owners, same business, changed business from corporation to LLC: Please send a copy of the Charter of Limited Liability Co.

\_\_\_\_\_ Other reason: Please provide supporting documentation or explanation of change with a list of owners/officers.