



## Commercial Credit Report Authorization

STUDENT FINANCIAL SERVICES

INSTRUCTIONS: In order to establish a credit relationship, the BYU department identified below requests authorization to order a credit report and conduct a credit review regarding your organization. Section 1 has been completed by the BYU department which is requesting the review. Please review and complete sections 2-3.

### 1. BYU DEPARTMENT INFORMATION

BYU Department:

Report requested by:

Phone:

Request date:

### 2. CUSTOMER INFORMATION

Organization Name:

Tax ID Number:

Organization Type:  C Corporation  S Corporation  LLC  Partnership  Other

#### Billing Address

Address:

City:

State:

ZIP Code:

#### Contact Information

Accounting Contact Name:

Phone (Ext):

E-mail:

Fax:

### 3. AUTHORIZATION FOR CREDIT REVIEW

By typing my name in the box below, I am authorizing Brigham Young University to order a credit report and perform a credit review of my organization.

Authorized Signer:

Today's Date:

Title:

Upon completing this form please email to Bill Welsh at bill\_welsh@byu.edu. If you prefer to print out and fax the completed form, our fax number is 801-422-0241. Once received, your credit report will be reviewed and reported to the requesting department. If you have any questions, please contact Bill Welsh at 801-422-6762

### BYU OFFICE USE ONLY

Review Notes:

Review disposition: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reviewer:

Date Completed: