



Change of Ownership

In order to update your account information on file and change the primary contact for your VirtualPBX, please fill out the following information using your PDF reader or print and complete the document by hand (please take extra care to write legibly). Once finished, return via fax to 888.825.0800 or email to Billing@VirtualPBX.com.

Account and Contact Information:

Previous Company Name: _____

New Company Name: _____

(Company must be same as Federal Tax ID documentation if signing up under a Federal Tax ID)

Website: _____ Federal Tax ID: _____

(If no Federal Tax ID, you must specify a Social Security Number in Contact Information)

Mailing Address:

Your Name: _____ VirtualPBX Phone Number: _____

Street: _____ City: _____

State: _____ Zipcode: _____ Country: _____

Primary Contact Information:

Does this contact have an extension number that grants them access to the vConcole as a System Admin?

If yes, what is their extension number: _____ If no, do you need an extension set up? _____

Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

Social Security Number (if no Federal Tax ID): _____

Additional Contacts:

Please specify whether each contact should have full system ownership priveleges or billing only priveleges.

Name: _____ Privelege Type: _____

Email: _____

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Email: _____