



**STUDENT ACCOUNT FINANCIAL ACCESS AND BILLING ADDRESS CHANGE**

Please note the billing name and address on your statement when it is received. Only the student and persons whose names appear on the statement will be allowed access to the student's financial billing records maintained in the Business Office. Any additions or changes to the billing name and address must be authorized by the student in writing. Forms are available at the Business Office or online through our website. While more than one name can be listed for the account access, only one billing address can be accommodated.

If additions or changes are required please complete the following form and return it to the Business Office.

Name(s) authorized access to financial and billing records maintained at the Business Office.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

Billing address ( MUST BE COMPLETED IN FULL IF ANY CHANGE IS REQUIRED ):

Street/Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip code \_\_\_\_\_

Foreign country \_\_\_\_\_

I authorize the above additions and/or changes to the name(s) and billing address of record for access to and statement mailing for the student financial and billing records maintained at the Business Office of Florida Southern College.

\_\_\_\_\_

Student's Name (PLEASE PRINT)

\_\_\_\_\_

Student FSC ID#

\_\_\_\_\_

Student's Signature (Required)

\_\_\_\_\_

Date

Return to: Business Office – Student Accounts