



City of Cheyenne
2101 O'Neil Avenue
Cheyenne, WY 82001

NEW CUSTOMER REQUEST

To establish/update/inactivate a customer account please complete the form below. Return this form to Accounts Receivable.

☐ **New Account** ☐ **Update Account** ☐ **Inactivate Account**

Division:

Customer Information *(Note: Every section on this form is mandatory.)*

Customer Name *(Business Legal Name or Last Name, First Name, Middle Initial)*

Street Address or PO Box

City State Zip Code

Mailing Address

☐ Same as Customer Address

Street Address or PO Box

City State Zip Code

Contact Information

Contact Name Email Address

Cell Phone number Work Phone number Extension

Home Phone number Fax Number

Invoice/Statement Delivery Method Preference

☐ Mail (Post) ☐ Email

Authorization

Prepared by:

Print First and Last Name Date

City Treasurer's Office

Please check if this customer has ever been in/on: ☐ Collections ☐ Write off List

MAR Type Account Number

I certify that this information is accurate and does not have duplicate data in CIS.

Print First and Last Name Date