

This form is only for new customers that have a current facility or housing rental contract with the University of Mary Washington OR have been told by their UMW contact to complete this form.

In order to create your customer record in our billing system, please complete the information below and upload to our secure website [here](#).

DO NOT EMAIL THE COMPLETED FORM AS EMAIL IS NOT A SECURE METHOD OF COMMUNICATION.

Event Type (please select from options below):

| | | | |
|-----------------------------------|-----------------------|---------|----------------|
| Facility Rental | Event Date: _____ | Campus: | Fredericksburg |
| | Event Name: _____ | | Stafford |
| | | | Dahlgren |
| Continuing & Professional Studies | | | |
| Summer Intern Housing | | | |
| Other | Please specify: _____ | | |

ALL INFORMATION BELOW IS REQUIRED.

Company Name: _____

Employee Identification Number (EIN) or Social Security Number (SSN): [What is an EIN?](#)

Your Name: _____

Your Email Address: _____

Your Phone #: _____

Billing Information:

Billing Address: _____

City: _____ State: _____ Zip: _____

Please complete the additional information below if the billing contact information is different from your own.

Billing Contact Name: _____

Billing Contact Phone #: _____

Billing Contact Email Address: _____

You will be assigned a customer number by the Miscellaneous Accounts Receivable department based on the information submitted on this form. Your customer number will appear on all invoices generated by Miscellaneous A/R and you will reference this number when submitting payment for services rendered.