

# SOFAS Organization Address Update Form

## Organization Information

Organization Name: \_\_\_\_\_

Organization #: \_\_\_\_\_

Date: \_\_\_\_\_

## Method of receiving Monthly statements

- Campus Mail
- US Mail
- Encrypted email (must be KU@edu with encrypted email set-up)

## New Address information – if sent via campus mail or US mail

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

## New Address information – if sent via Encrypted Email

Email: \_\_\_\_\_

## Authorized Signature Information

**Authorized Signer #1** \_\_\_\_\_

Signature \_\_\_\_\_

Email \_\_\_\_\_

**Authorized Signer #2** \_\_\_\_\_

Signature \_\_\_\_\_

Email \_\_\_\_\_

### IMPORTANT REMINDER:

Please print legibly or type. Please provide accurate information for this address to be updated. The Signature of the authorized signor on this account is required before changes can be accepted. This form must be updated beginning of each school year.

**Please email form to [sofas@ku.edu](mailto:sofas@ku.edu) or mail to SOFAS Carruth O'Leary Room 20.**

## Address Change Process – SOFAS office only

- Verify both signatures are on signature card (Verified by \_\_\_\_\_ )
- Update address on excel organization list
- Update SOFAS statement label

Comments: \_\_\_\_\_