

CLIENT ACCOUNT ENHANCEMENT FORM

This form allows account administrators* (only) to modify the account specifics below:

Account Design: Updating client ID to allow for special handling

Permissible Purposes: Adding additional permissible purpose to current account

Business Changes: Address change, company phone number change, etc.

*If the account administrator has changed, please submit the change notice on company letterhead.

Company: _____

Account Administrator: _____

Email: _____

Work: _____ Cell: _____

Account Design	Permissible Purpose
<input type="checkbox"/> Abuse	<input type="checkbox"/> Employment
<input type="checkbox"/> Applicant Pay*	<input type="checkbox"/> Student Placement
<input type="checkbox"/> FEES	<input type="checkbox"/> Legitimate Business
<input type="checkbox"/> Non-Conviction*	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Pay As You Go	<input type="checkbox"/> Written Instruction
<input type="checkbox"/> Rescreen	<input type="checkbox"/> Other
<input type="checkbox"/> SPEC	
<input type="checkbox"/> 7CRM / 10CRM*	

*Not available in all jurisdictions. Availability contingent upon whether state or federal compliance will allow for this type of account design.

Business Changes

Company Address: _____

Company Phone: _____

Additional Locations: _____

Please contact a member of our Client Relations Team at cr@onesourcebackground.com to update change of ownership or company name.

I certify, I am a duly authorized representative of this organization. I have authority to request the changes above. I will review _____ [The Company] ASA to ensure compliance with all changes is maintained per the FCRA.

Account Administrator Signature: _____ Date: _____

Name (Printed): _____ Title: _____

Following completion, please submit this form to cr@onesourcebackground.com