

# SOFAS Organization Account Name Change

## Organization Information

Organization Name: \_\_\_\_\_  
Organization #: \_\_\_\_\_  
Date: \_\_\_\_\_

## Reason for Name Change

Reason for name change: \_\_\_\_\_

## New Account Name information

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

## Authorized Signature Information

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

Signature \_\_\_\_\_

Email \_\_\_\_\_

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

Signature \_\_\_\_\_

Email \_\_\_\_\_

**IMPORTANT REMINDER:**

**Please email form to [sofas@ku.edu](mailto:sofas@ku.edu)**

## New Account Name Process – SOFAS office only

- Verify both signatures are on signature card (Verified by \_\_\_\_\_ )
- Update account name on PS
- Update account name on excel organization list

Comments: