



Name Change Request Form

enTouch permits the name of an account to be changed in the event of marriage, legal name change, divorce, death or power of attorney. Please complete this form and return to enTouch. Requests may take up to 14 business days in order to be processed. The request will be denied if the required documentation does not accompany this form. Submitting false documentation or misrepresenting your identity may result in legal action in which case you may be penalized to the fullest extent of the law.

Name changes are Not Permitted on accounts where a new person will be taking over the account unless in the case of death or power of attorney.

Current Customer Information:

Date	
_____	_____
Account Number	Social Security Number
_____	_____
Name	Contact Number
_____	_____
Signature	Update Preferred Email Address (Y/N)?
Or Check if Deceased	_____
	New Preferred Email Address (if Y)

*The new customer will have access to the prior history on this account.

New Customer Information:

_____	Reason for Change	
Name	Marriage	Power of Attorney
_____	Death	Legal Name Change
Contact Number		

Social Security Number		

Date of Birth		

I understand I am responsible for debit/credit balance and the company owned equipment assigned to this account I will be charged for lost, stolen, unreturned, or damaged equipment.

_____	_____
Signature	Date

Required Documents	Return Form & Documentation To:
<ul style="list-style-type: none"> • Marriage/divorce certificate • Legal name change documentation • Death – name change form only • Power of Attorney Certificate 	Fax: (703) 434-8107 (Attn: Name Change) Or mail to: enTouch Systems Attention: Name Change Dept 100 Baltimore Drive Wilkes-Barre, PA 18702