

Per Federal Trade Commission's Red Flag Rule Requirements, Instructional Materials Service/TAMU has updated our Customer Information Form. **PRIOR** to providing goods and/or services, mandate compliance requires IMS have on file the completed form for each account your organization has with IMS. If you have any questions call **979-845-6601**.

Instructional Materials Service/TAMU Customer Information Sheet

Customer Name

(ISD, HS Organization, etc.)

Federal ID Number

IMS Customer Number

(To be completed by IMS)

Customer Information:

Address: _____

City: _____ State: _____ Zip: _____

Contact Person:

Name: _____ Title: _____

Email Address: _____

Telephone: _____ FAX: _____

Yes ___ No ___ We require a hard copy of PO w/instructions
If No, list persons authorized to make purchases:

Accounts Payable:

Name: _____

Email Address: _____

Telephone: _____ FAX: _____

Name: _____ Title: _____

Customer Representative

Signature: _____

Date: _____

**THIS FORM MUST BE COMPLETED IN ORDER TO EXTEND CREDIT AND ALLOW OUR CUSTOMERS TO PAY FOR GOODS/SERVICES AT A LATER DATE.
PAST DUE INVOICES ARE SUBJECT TO BEING REPORTED TO THE STATE COMPTROLLER AND/OR A COLLECTION AGENCY.
A FEE WILL BE APPLIED TO ALL RETURNED CHECKS.**

Privacy Notice: State Law requires that you be informed of the following: (1) You are entitled to request to be informed about yourself collected by use of this form (with a few exceptions as provide by law); (2) you are entitled to review that information; and (3) you are entitled to have the information corrected at no charge to you.

IMS/TAMU Department Certification: I have verified the identification of the customer requesting this service.

Department Signature: _____

FAX completed form to 979-845-6608.

**Use back if additional space is needed.*