

In order to avoid delays in processing your transfer, please note the following:

- 1) It is essential that proper documentation be included with your transfer request such as:
  - a) Copy of invoice - if a change to an account number charged on an invoice is required, please provide a copy of the invoice and a copy of the general ledger sheet showing the original charge.
  - b) Registration - copy of COMPLETED registration form.
  - c) Subscription - copy of subscription form.
  - d) Photocopies - state number of copies and charge per copy.
  - e) For any charge that would have been previously processed, please provide a copy of the general ledger upon which it first appeared.
- 2) If documentation cannot be provided, please give details.
- 3) Ensure proper signing authorities have approved the charge(s) to the account(s) involved. Please print name clearly and sign.
- 4) For three lines of entries or more for your transfer, please provide a calculator tape.

