Step 1: Provide applicable fiscal year:

Fiscal year: ____________________________

Step 2: Provide your existing open account information:

Speed Chart: ____________________________  (ex. WXYZ)

Step 3: Please encircle the update required and provide the appropriate information:

a. Add Users:
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________

b. Delete users:
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________

   ______________________________________

   c. Close my account
   ______________________________________

Step 4: Provide the contact information for the person administering the open account:

Name: ____________________________
Phone number: ____________________________
Email Address: ____________________________

Note: This information is required so we can contact you quickly if we have questions about the account update.

Step 5: Have someone with FMS Signing authority sign this form:

Name of Signing authority: ____________________________  Date: ______________
Signature: ____________________________

Step 6: Submit this form via only ONE of the methods below:

By email:  To open.accounts@ubc.ca
In Person: To the UBC Bookstore departmental sales desk
Update Existing Open Account Form

Step 1: Provide applicable fiscal year:

UBC Bookstore Departmental Sales

Step 3: Please encircle the update required and provide the appropriate

Note: This information is required so we can contact you quickly if we have questions about the

account update.

Step 4: Provide the contact information for the person administering the open account:

Step 5: Have someone with FMS Signing authority sign this form:

Step 6: Submit this form via only ONE of the methods below: