

# Kansas.gov Monthly Billing Option Change Form

Please print and complete one form per account. Send via FAX or U.S. Postal Service to:

Kansas.gov  
534 S. Kansas Avenue, Suite 1210  
Topeka, KS 66603-3434

OR

**FAX: 785-296-5563**

## Step 1: Subscriber Account Information

Kansas.gov Subscriber  
**Account Name:** \_\_\_\_\_

Kansas.gov Subscriber  
**Account Number:** \_\_\_\_\_

## Step 2: Change Billing Option

<b>CURRENT Billing Option:</b>	<b>NEW Billing Option:</b>
<input type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Manual	<input type="checkbox"/> Electronic Fund Transfer <input type="checkbox"/> Manual

### Step 3: Change Account Information

#### Electronic Funds Transfer

<b>CURRENT Account Information:</b>	<b>NEW Account Information:</b>
Routing Number: _____	Routing Number: _____
Account Number: _____	Account Number: _____
Bank Name: _____	Bank Name: _____
Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> General Ledger	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> General Ledger

#### Kansas.gov Account Administrator

Kansas.gov Account  
Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*NOTICE: Forms that are received without a signature and/or account number will be discarded*

*Upon receipt, your account information will be updated within 3 business days.  
Fax: 785-296-5563 Please call us at 800-452-6727 if you have questions.*