If ONLY the Third Party’s Bill To Address has changed (i.e. active client id/detail code & no change to contract/agreement/PO/quotation), a Billing Questionnaire is Not Required.

Submit an email to [arforms.finserv@mcgill.ca](mailto:arforms.finserv@mcgill.ca) with the following information:

Hello Finance AR, please take note of the following:

* Client ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Detail Code:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Old Bill To Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* New Bill to Billing Address:  \_\_\_\_\_\_\_\_\_\_\_\_\_