

PRIMARY CONTACT CHANGE FORM

1. Provide CBCRA with the appropriate *written* authorization to make the changes.

This authorization must be from the current primary contact or a senior officer of the company if the current primary contact is no longer with the company.

2. Please provide us with the following information for your **New Primary Contact**:

Company Name:	
Steward Number:	
Name:	
Title:	
Email Address:	
Full Work Address:	
Phone Number:	
Extension:	
Fax Number:	

*Note that the Primary Contact has the ability to add or change a Billing Contact or a Secondary Contact, at any time, once the Primary is logged into the CBCRA Reporting website. **Please note, we strongly recommend that the Primary and Billing Contacts be two different people.** Should you require assistance please contact CBCRA Customer Service at 1-855-644-7400.

Please complete, save and forward this information to CBCRA via email. Our address is customerservice@cbcra-acrcb.org