



# BUSINESS CREDIT INQUIRY REQUEST FORM

This form should be used to obtain a credit inquiry on a Bank of America business customer who has applied for credit with your company.

- For same day service, fax your request to 1-900-733-2467. (Requests must be received prior to 3:00 PM local time. A \$10.00 fee will be charged to your phone bill.)
- For a 3-business day service, fax your request to 1-415-343-9301. (There is no fee charged for this service.)

## Requestor / Vendor Information *(Please print)*

<b>Name of Business</b>	
<b>Business Contact Name</b>	
<b>Business Phone Number</b>	
<b>Business Fax Number</b>	

## Bank of America Customer's Information *(Please print)*

<b>Customer's Legal Name</b>	NORTHEASTERN UNIVERSITY
<b>Parent Company's Name <i>(if applicable)</i></b>	
<b>Customer's Address</b>	360 HUNTINGTON AVENUE BOSTON MA 02115
<b>Customer's Tax ID Number</b>	04-1679980

Account #	State	Account #	State
1)	MA	3)	
2)		4)	

**Reason for Inquiry**

☐ Establish new credit in the amount of \$

☐ Updating existing credit in the amount of \$

Bank of America will provide account information, including but not limited to, opening date and average balance. Bank of America shall be held harmless from and against any claim or loss suffered or incurred as a result of the release or use of information herein requested.

## NOTIFICATION OF CHANGE

To help us process your request, we have developed a new **Business Credit Inquiry Request Form**. This form will enable us to complete your request more quickly and efficiently. Simply complete all the fields on the form, (please print), and fax it back to us according to instructions above.

If your request is on a consumer account, a signed and dated authorization from the customer needs to accompany the **Business Credit Inquiry Request Form**.