

Dear Client,

To better serve you, we are requesting updates to all client information on file. Please take a moment to provide your current information and indicate your preferred method of delivery for future invoices and statements (email or USPS mail). *Here are two easy ways you can provide updates:*

1. Fill out the form below and send to us by mail, **or** **2.** Use our online form at www.pbmares.com/update. Please contact us if you have any questions.

Thank you!

PB Mares' Accounts Receivable Team
accountsreceivable@pbmares.com | 800.296.7244

Remittance Address Change:

If you are paying your invoice by regular mail, our new address is:
PB Mares LLP, P.O. Box 71153, Charlotte, NC 28272-1153

Update your contact information online at www.pbmares.com/update **or** cut along this line and return the form below.

Client Information Update Form

Client Number(s) on Invoice/Statement _____ Today's Date _____

ENTITY/TRUST ORGANIZATION ACCOUNT:

Name of Account _____

INDIVIDUAL CLIENT ACCOUNT:

First Name _____ M.I. _____ Last Name _____

Spouse's First Name _____ M.I. _____ Last Name _____

CONTACT INFORMATION:

Mailing Address _____ City _____ State _____ Zip _____

Country _____

Shipping Address: (if different than mailing address. Cannot be a P.O. Box.) _____

City _____ State _____ Zip _____ Country _____

Email _____ Alternate Email _____

Phone (_____) _____ Mobile Phone (_____) _____

Main Contact Person _____ Title _____

SPECIFIC BILLING INFORMATION (if different than above):

Billing Address _____ City _____ State _____ Zip _____

Country _____

Email (Accounts Payable/Bookkeeper) _____

Phone (_____) _____ Mobile Phone (_____) _____

Contact Person _____ Title _____

INVOICE DELIVERY: Please select one option:

YES, I wish to receive my invoices electronically by email. **NO**, I do not wish to receive my invoices by email. Send to me by regular USPS.