# **Caspio Account Owner Change Request Form**

**Instruction:** Complete the form and prepare the required documentation, then scan and email them to [billing@caspio.com](mailto:billing@caspio.com). Specify your subject line as “Account Owner Change Request”.

**Required Documentation:**

Include a scanned image of the following along with your request. If the required documentation is not included, your request will not be completed.

1. Driver’s License or Passport (photo page, clearly showing your photo, document ID and signature)
2. Company business license, utility bill or phone bill.
3. Official letter from your company’s Human Resources department identifying you as an employee along with your official title.

I, the undersigned, request that the ownership/administration of the following Caspio Platform account be transferred to me as specified.

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| --- | --- | --- |
| **Account Information** | | |
| Account ID | Plan/Monthly Fee | Company |
| Billing Method | Billing Address | |
| CC Type *(if billing method is cc)* | Last 4 digits of CC | Expiration Date |
| **Current Account Owner Information** | | |
| Caspio ID Primary Email | Name | Phone |
| **New Account Owner Information** | | |
| Caspio ID Primary Email | Name | Phone |
| Title | Address | |
| Company | Reason(s) for Request | |

Along with this form, I have included copies of appropriate documentation that establishes my identity and my address as well as my relation to the company. By signing this form:

☐ I certify that information I have provided in this form is correct.

☐ I certify that the former account owner whose information is provided above is no longer with the company.

☐ I authorize Caspio to update the account owner information of the account ID provided above.

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| --- | --- | --- |
| **Signature** | **Full Name** | **Date** |
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