



Request To Add Biller

FAX THIS REQUEST TO THE CHECKFREEPAY HELP DESK AT (877) 697-9561

To request that a biller be added to the non-contracted biller list, please fill out the information below and provide a current, valid bill stub. CheckFreePay will research the opportunity to ensure that a relationship can be established which would meet the parameters of our electronic bill payment processing. Not all billers will be added.

CheckFreePay will communicate the results of all requests through the monthly agent newsletter that is faxed to your agent location. The new biller list will be automatically downloaded to your terminal as they are added.

IMPORTANT: CheckFreePay cannot research requests with missing information or without a bill stub.

Terminal ID: _____ Date: _____

Name of person submitting the request: _____

1. Is this a current biller with a different account number scheme? Yes No

2. Is this a new biller that has not previously been on your biller list? Yes No

3. Name of biller and remittance address on bill stub:

**ATTACH COPY OF BILL STUB HERE
(MUST HAVE A CLEAR ACCOUNT NUMBER, SCAN LINE AND REMITTANCE ADDRESS)
YOUR REQUEST CANNOT BE RESEARCHED IF A BILL STUB IS NOT PROVIDED**