



Change Request for Billing/Payment Information

Please use the following form to update company billing contact information or payment method.

Please email this form to PSPbilling@egov.com or fax it to 703-841-6370. A customer service representative will contact you within 5 business days via email to confirm that your request has been completed. If this request is submitted within 5 business days of a scheduled payment, the change may occur after the payment is complete.

Company ID: _____
 Company Name: _____
 Authorized Contact: _____

New Billing Contact Name: _____

Billing Email Address (to receive email notice) _____

Address 1: _____

Address 2: _____

City/State/Zip: _____

Telephone: _____ Ext. _____ Fax: _____

Payment Information

All usage fees incurred will be totaled and billed monthly. You may view your account information online at any time. Payment will be made by either check, electronic check (ACH debit) or credit card.

If you need to change your payment method, please check the appropriate box below and a customer service representative will contact you.

- Banking Information
- Credit/Debit Information
- Change to pay via check

**** In order to process your request we must have an authorized signature below****

Signature of Authorized Representative Requesting Change: _____

Authorized Representative (Please Print): _____

Email address (where confirmation can be sent): _____

Date: _____

NOTE: NICF does not currently accept ACH payments specifically funded by a foreign source (bank or company), known as an International ACH Transaction ("IAT"). As defined by NACHA – The Electronic Payments Association, formerly the National Automated Clearing House Association, an IAT means a credit or debit entry that is part of a payment transaction involving a financial agency office that is not located in the territorial jurisdiction of the United States. For purposes of this definition a "financial agency" means an entity that is authorized by applicable law to accept deposits or is in the business of issuing money orders or transferring funds. An office of a financial agency is involved in the payment transaction if it:
 (1) Holds an account that is credited or debited as part of the payment transaction;
 (2) Receives payment directly from a Person or makes payment directly to a person as part of the payment transaction; or
 (3) Serves as an intermediary in the settlement of any part of the payment transaction.

If your company's bank account is not located at an institution's office that is within the territorial jurisdiction of the United States of America, or if your financial institution is not based within the territorial jurisdiction of the United States of America, please contact NICF at 877-6442-9499 to discuss payment options.