

Per Federal Trade Commission's Red Flag Rule Requirements, Instructional Materials Service/TAMU has updated our Customer Information Form. **PRIOR** to providing goods and/or services, mandate compliance requires IMS have on file the completed form for each account your organization has with IMS. If you have any questions call **979-845-6601**.

### Instructional Materials Service/TAMU Customer Information Sheet

**Customer Name**  
(ISD, HS Organization, etc.)

**Federal ID Number**

**IMS Customer Number**  
(To be completed by IMS)

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Customer Information:  
Address: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ We require a hard copy of PO w/instructions  
If No, list persons authorized to make purchases:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Accounts Payable:  
Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Customer Representative  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED IN ORDER TO EXTEND CREDIT AND ALLOW OUR CUSTOMERS TO PAY FOR GOODS/SERVICES AT A LATER DATE.  
PAST DUE INVOICES ARE SUBJECT TO BEING REPORTED TO THE STATE COMPTROLLER AND/OR A COLLECTION AGENCY.  
A FEE WILL BE APPLIED TO ALL RETURNED CHECKS.**

Privacy Notice: State Law requires that you be informed of the following: (1) You are entitled to request to be informed about yourself collected by use of this form (with a few exceptions as provide by law); (2) you are entitled to review that information; and (3) you are entitled to have the information corrected at no charge to you.

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**IMS/TAMU Department Certification: I have verified the identification of the customer requesting this service.**

Department Signature: \_\_\_\_\_

**FAX completed form to 979-845-6608.**

*\*Use back if additional space is needed.*

Please complete the attached Customer Information Form. We cannot process your purchase order without the completed form. It is a federal requirement for extension of credit. We must have a form on file for each customer account.

If your school assigns purchase order numbers, please mark **YES** and we will follow the instructions on the purchase order. We would prefer to have a copy of the purchase order accompany the order when the order is placed. (via email, fax, or mail)

**If hard copy purchase order is not required, please list individuals authorized to place order.** If your school does not use purchase orders, please have a school official complete the Customer Representative section which gives the individual authority to make purchases without a purchase order.

If online purchases are approved purchases, please indicate via comment on form and indicate who is authorized to place the online purchase. If online purchases reference a purchase order, please sent a copy of the purchase order. (via email, fax).

**We need a Customer Information Form for each account. The tax exempt rule applies if federal id number not supplied, tax will be charged.**

If we can be of service, please call Instructional Materials Service. Thank you

Phone: 979-845-6601

FAX # 979-845-6608

Customer Service questions direct to: Joan Charanza 979-845-6609