|  |  |  |
| --- | --- | --- |
| State of Wisconsin  Wisconsin Department of Administration  Division of Executive Budget & Finance  DOA-6454 (R04/2017) |  |  |

STAR Customer Contact Information

See Instructions Below

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Type of Request: | | New Contact | Change Contact | | | Inactivate Contact | |
| Customer ID No.: (Required for Changes or Inactivation) | | | | Contact ID No.: (Required for Changes or Inactivation) | | | |
|  | | | |  | | | |
| Address Location #: (Required to link to a contact name and for changes or inactivation) | | | | | | | |
|  | | | | | | | |
| Contact Name: (Only if different than customer name) | | | | | Title: | | |
|  | | | | |  | | |
| All contacts will be setup as “Standard Mail” and invoices will be mailed via USPS unless customer prefers a different method below: | | | | | | | |
| Standard Mail | (Default) this is the preferred method to contact the customer and invoices will be mailed via USPS. | | | | | | |
| Call: | This is the preferred method to contact the customer and invoices will be mailed via USPS.  **Include Phone Number:** | | | | | |  |
| Email & Print | This is the preferred method to contact the customer and invoices will be emailed AND mailed via USPS. **Include Email Address:** | | | | | |  |
| Email Only: | Preferred method to contact the customer and invoices will ONLY BE SENT VIA EMAIL. **Include Email Address:** | | | | | |  |
| FAX: | Preferred method to contact the customer and invoices will be mailed via USPS. **Include FAX Number:** | | | | | |  |
|  |  | | | | | |  |

Instructions

Customer ID Number and Address Location # are required only if this is a change or inactivation. Leave space blank if new customer.

Contact ID Number: (Required for Changes or Inactivation). Leave space blank if new contact.

Customer Contact Name is the primary contact for this customer.

Check the box for preferred method of contact and include pertinent information.

You must also submit DOA-6453 STAR Customer Setup and Change Information if this is for a new customer.

If you are a Sponsor, DOA-6455 STAR Sponsor Information is additionally required.