

**NORTHLAND COMMUNITY AND TECHNICAL COLLEGE  
CARDHOLDER ACCOUNT MAINTENANCE REQUEST FORM**

CARDHOLDER NAME \_\_\_\_\_

DATE \_\_\_\_\_

TYPE OF REQUEST...

- CANCEL CARD
- SINGLE TRANSACTION LIMIT CHANGE-LIST AMOUNT \_\_\_\_\_
  - TEMPORARY CHANGE-INDICATE END DATE \_\_\_\_\_
  - PERMANENT CHANGE
- MONTHLY LIMIT CHANGE-LIST AMOUNT \_\_\_\_\_
  - TEMPORARY CHANGE-INDICATE END DATE \_\_\_\_\_
  - PERMANENT CHANGE
- CARDHOLDER NAME CHANGE

EXPLANATION OF REQUEST...

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BUSINESS MANAGER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**RETURN COMPLETED REQUEST TO:**

**EAST GRAND FORKS BUSINESS OFFICE  
ATTN: Rachel Larsen, Business Manager**