

# Hosting Account Contact Details Update



Use this form to update your hosting account contact information and billing details

### Instructions:

1. All hosting account updates need to be accompanied by a form of client verification; cpanel password, last 4 digits of credit card or Photo ID of account holder
2. This form is to change contact details on your hosting account only, and cannot be used for any domain related updates.
3. This form will NOT allow you to change the account holder/owner.
4. A separate form must be completed for each individual hosting account.

Send Form: By Fax: 02 8072 6890 or By Email: [accounts@webcity.com.au](mailto:accounts@webcity.com.au)

### Hosting account information

Account Username: Primary Domain:

### Client Verification (you need to provide ONE of the following for us to process your request)

- CPanel Password:
- 
- Last 4 digits of Credit card on file:
- 
- Photo ID of account holder: *please attach legible photocopy of Photo ID on a separate page*

### Enter new details below

#### New Hosting account Contact information

Primary Email: \_\_\_\_\_

Alternative Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

#### Change Credit Card Billing Information

Card type: Visa Mastercard

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry: \_\_\_\_ / \_\_\_\_

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

*By completing this section you are giving permission for Webcity to re-bill your credit card for future hosting account renewals. Please ensure this form is completed and submitted 20 days prior to the accounts expiry date to ensure the account is re-billed correctly.*

*Please provide your personal details below*

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

Date: \_\_\_\_\_