



Corporate Change Request Information

Cost

- The Corporate Change Request Form must be received in order to process any change. If payment is required, changes will not be made until form and payment are received
- Additional members may be added to a corporate membership at a prorated amount based on the renewal date; call the corporate membership department for prorated cost. Online changes will be an exception to using this form

Refund Policy

- All memberships are non-refundable
- Any overpayments will be converted into “open spaces” on the corporate membership

Current Individual Membership Changing to Corporate Membership Status

- Individual renewal date and continuing education units (CEUs) will be prorated to corporate renewal date
- Once added to a corporate membership, individual membership dues are nonrefundable
- Individual membership dues are not applicable to corporate membership dues
- Employees must be notified in advance before being added to a corporate membership

Removals

- Any members removed from the corporate membership will be responsible to renew on their own as an individual member to remain active and maintain credentials
- All members removed from the corporate membership will receive notification of such. Certified members will be given a prorated amount to submit to the AAPC in order to remain active through their renewal date

Procedures

- It is the corporate contact's responsibility to notify AAPC of any and all changes; all change requests must be submitted via email, fax, or mail. Changes may also be made to the corporate membership by logging into the Member Area of www.aapc.com
- If an assistant will be handling payment and/or changes made to the corporate membership; they must be listed as the corporate contact
- All new member packets, and updated membership cards will be mailed to the corporate contact for distribution to each corporate member
- All changes are processed in the order in which they are received

American Academy of Professional Coders
Corporate Membership Department
2480 South 3850 West, Suite B
Salt Lake City, UT 84120
800-626-2633 (CODE) ■ Fax 801-236-2258 ■ www.aapc.com



Corporate Change Request Form

Company Name		
(Last)	(First)	(Middle)
Corporate Contact		
Corporate Membership ID Number		

Method of Payment					
Amount \$ _____	<input type="checkbox"/> Company Check/Money Order Enclosed (personal checks not accepted)	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card # _____	Exp Date ____ / ____	Signature _____			
Print Card Holder's Name: _____					
Billing Address: _____					

List individual members, check home or work address for news magazine delivery
* Agreement must be filled out in its entirety in order to be processed

Member ID _____

1. Personal Information (where magazines will be sent - no post office box allowed)	
Name	(Last) (First) (Middle)
Primary Contact: <input type="checkbox"/> Home <input type="checkbox"/> Work	Work Phone
Home Address	Work Fax
City/State/Zip	Home Phone
Work Address	Cell
City/State/Zip	E-Mail

Member ID _____

2. Personal Information (where magazines will be sent - no post office box allowed)	
Name	(Last) (First) (Middle)
Primary Contact: <input type="checkbox"/> Home <input type="checkbox"/> Work	Work Phone
Home Address	Work Fax
City/State/Zip	Home Phone
Work Address	Cell
City/State/Zip	E-Mail



Member ID _____

3 Personal Information (where magazines will be sent - no post office box allowed)	
Name _____	(Last) _____ (First) _____ (Middle) _____
Primary Contact: <input type="checkbox"/> Home <input type="checkbox"/> Work	Work Phone _____
Home Address _____	Work Fax _____
City/State/Zip _____	Home Phone _____
Work Address _____	Cell _____
City/State/Zip _____	E-Mail _____

List members you would like to remove:

1. Member ID _____ Name _____

2. Member ID _____ Name _____

3. Member ID _____ Name _____

4. Member ID _____ Name _____

5. Member ID _____ Name _____

Corporate contact: _____ Date: _____