

**U.S. Courts  
Bankruptcy Noticing Center  
CHANGE OF ACCOUNT INFORMATION FORM**

If you are an existing subscriber, use this form to make updates to your account information.

Company/Creditor Name: \_\_\_\_\_

Trading Partner (TP) Number: \_\_\_\_\_

(Note: If you are an e-mail recipient, the TP number is included in the subject line of e-mails.)

**I. Update of Contact Information (required)**

Please ensure that there is a current point of contact associated with your account.

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

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

Address 2: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Direct Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**II. New Preferred Address Information**

If you are updating your preferred address information, please enter the **new** preferred address here:

Firm/Company OR Individual Name: \_\_\_\_\_

Attention To: \_\_\_\_\_

Preferred Address Line 1: \_\_\_\_\_

Preferred Address Line 2: \_\_\_\_\_

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

**III. New E-mail Address for Receiving Bankruptcy Court Notices**

For EBN subscribers who receive bankruptcy notices via e-mail, you may change the e-mail address to where notices should be sent.

New E-mail Address: \_\_\_\_\_

	One e-mail per court with one text link to multiple notices.
	One e-mail with multiple text links. Each link contains one notice.
	One e-mail with one text link to one notice

**IV. Update of Names and Addresses Associated with Your Account**

When you registered, you included names and addresses for which notices should be redirected to your electronic and/or preferred mailing address. Please list below any names or addresses that should be added to your account for redirection. You may attach additional names and addresses to the form. Names to be added:

I am sending additional names in a spreadsheet


Names to be added continued:


Addresses to be added (include incorrect or previous addresses, do not include email addresses):

I am sending additional addresses in a spreadsheet


This constitutes an addendum to your EBN noticing agreement. Neither the Bankruptcy Noticing Center nor the courts bear any liability for errors resulting from information submitted herein.

I, the undersigned, am authorized to make the modifications specified on this form or attached hereto on behalf of the EBN subscriber. The information submitted on this form is true and correct.

Name of Representative (printed): \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

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

Please email, mail, or fax the signed form to the Bankruptcy Noticing Center at:

BAE SYSTEMS - Attention BNC Dept.

45479 Holiday Drive

Sterling, VA 20166

E-mail: [ebn@baesystems.us](mailto:ebn@baesystems.us)

Fax: (571) 392-9103

For additional information, go to the program web page at <https://bankruptcynotices.uscourts.gov> or call the toll free help line at 1-877-837-3424.