# INSTITUTIONAL ACCOUNT REQUEST FORM

New clients should complete this form and fax or email it to our billing office at (816) 251-0395 or eglbilling@viracor-eurofins.com prior to submitting your first test order. Please note that all fields on this form are required. Upon review, you will be assigned an account number and extended a line of credit for testing ordered by your institution. For future test orders, please include your account number in the Institution Billing section of the requisition to ensure accurate billing.

## INSTITUTION NAME: ____________________________________________________________

### Section 1 – Authorized Billing / Business Office Contact Information

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Contact Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>PO# (if required):</td>
</tr>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Billing Address 1:</td>
<td></td>
</tr>
<tr>
<td>Billing Address 2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
</tbody>
</table>

Signature: ___________________________ Date: ___________________________

### Section 2 – Billing Options

Preferred method of invoice receipt:  
- [ ] Mail  
- [ ] Fax  
- [ ] Email

☐ Fax or Email where invoice should be sent if different than in Section 1: ___________________________

Preferred method of payment:  
- [ ] Credit Card  
- [ ] Check/Money Order  
- [ ] Wire Transfer

Copy of W9 required for payment:  
- [ ] Yes  
- [ ] No

Comments: __________________________________________________________

Methods of Payment:

**Credit Card:**  
Visa, MasterCard and Discover cards are accepted (NO AMEX)

**Check / Money Order:**  
Payments should be made out to “EGL Genetic Diagnostics, LLC”  
Dept.# 2612, PO Box 11407, Birmingham, AL 35246-2612

**Wire Transfer:**  
Regions Bank  
6200 Poplar Avenue  
Memphis, TN 38119  
Beneficiary: EGL Genetic Diagnostics, LLC  
Account Number: 0197112984  
Swift Number: UPNBUS44  
Routing/ABA Number: 062005690 (For Wires Only)