

# Background Check #21

## SETUP FORM

To begin your Account Setup, please complete this form in its entirety and send a copy to [backgroundcheck21@accurate.com](mailto:backgroundcheck21@accurate.com)

### COMPANY INFORMATION

Legal Company Name:	
DBA/Trade/Assumed Name:	
Display to Candidate As:	
Type of Business/Industry:	
Address (No P.O. Boxes):	
City/State/Zip:	
Phone:	
EIN #:	
Administrator Name*:	
Administrator Phone:	
Administrator Email:	

\*Administrators have permission to add/remove account users, and make account setup changes (outside of pre-set vendor program specifications)

### BILLING INFORMATION

Billing Address:	
Billing City/State/Zip:	
Billing Contact <i>(Person/s)</i> :	
Billing Contact Phone:	
Billing Contact Email:	
AP Contact <i>(Person or Group)</i> :	
AP Contact Phone:	
AP Contact Email:	

\*Email notifications will be sent to the Billing Contact when an invoice is available. All Invoice Details are made available online.

**ARE YOU CONTRACTED DIRECTLY THROUGH WELLS FARGO, OR ANOTHER ENTITY?**

<b>Wells Fargo</b>		<b>Other Entity (Provide Name)</b>
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**WHICH BACKGROUND CHECK #21 PACKAGE WILL YOU BE RUNNING?**

<b>Package A</b>	<b>Package B</b>	<b>Package C</b>
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**ADDITIONAL ACCOUNT USERS:**

<b>Name:</b>	
<b>Title:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Permissions</b> <i>(view all reports, or only their own reports):</i>	
<b>Additional Account Administrator (Yes/No):</b>	
<b>Invoice Access:</b>	

<b>Name:</b>	
<b>Title:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Permissions</b> <i>(view all reports, or only their own reports):</i>	
<b>Additional Account Administrator (Yes/No):</b>	
<b>Invoice Access:</b>	

<b>Name:</b>	
<b>Title:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Permissions</b> <i>(view all reports, or only their own reports):</i>	
<b>Additional Account Administrator (Yes/No):</b>	
<b>Invoice Access:</b>	