



Billing / Payment Change Request Form

I am currently a HIS subscriber and would like to make the following changes to my billing and/or payment information. I understand that these changes do not in any way affect any of the terms and conditions of the Subscriber License and Access Agreement and Pre-authorized Payment Agreement forms that I previously signed that is currently in effect.

Please print your Name: _____ HIS ID #: _____
Last Name First Name Middle Name/Initial(s)

Name of your Company/Office/Employer: _____

Please complete the section(s) below pertaining to the change(s) you wish to make.

<input type="checkbox"/> Change Billing Cycle to:	<input type="checkbox"/> Annually	<input type="checkbox"/> Semi-Annually	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Monthly (Not available for MLS service)
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<input type="checkbox"/> Change to Pay by Credit Card or change to Credit Card Information	Type of Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover
	Credit Card #: _____ Expiration Date: _____
	Name as it appears on Credit Card: _____
	Cardholder's Signature: X _____ Date: _____

<input type="checkbox"/> Change to Debit My Bank Account or change to Bank Account Information	<input type="checkbox"/> Debit my Checking Account (Attach copy of a voided check.)
	<input type="checkbox"/> Debit my Savings Account (Attach copy of deposit slip.)

Change to payment by Check

Please note that a \$25.00 service fee may be assessed in the event of returned checks or credit card denial or if changes to payment method or cycle are made after the billing has been processed. Fees not paid when due may result in the assessment of late fees and/or the suspension or termination of service.

Subscriber's Signature X _____ Date: _____

Please Email this form to Accounting@hiinfo.com, Fax to 1-888-628-3121 from Neighbor Islands or 808-536-6499 from Oahu, or Mail to Hawaii Information Service, 680 Iwilei Road #670, Honolulu, HI 96817. Please allow 48 hours for activation, excluding weekends and holidays.