NEW CUSTOMER CREATION

This form is used to create a new customer in Comcare's Customer Information System. Please complete all fields on this form. If you have any question about this form, please call Comcare on **1300 366 979**.

Please return by email to agency.updates@comcare.gov.au or fax to **1300 196 971**

Customer name

Customer short name

Portfolio

Parent customer
(for premium coverage, if applicable)

Cheque addressee
(name on incapacity cheques)

Title

Contact first name   Surname
(this contact will receive Claim Profile reports, High Cost Claim reports, Non Incapacity reports and Cancelled Cheque reports)

Position

Phone   Fax

Email

Actual address

Mail address

Requesting officer name

Requesting officer
signature

Requesting officer title   Date   /   /

Comcare   Employer Account Management
Email   agency.updates@comcare.gov.au
Phone   1300 366 979
Facsimile   1300 196 971