

Account Transfer Request

Use this form if you are an employee requesting transfer of account ownership to another individual such as the reassignment of non-personal or secondary accounts as a result of change in responsibilities. With a department head's authorization, this form may be used to request control of accounts left behind by former employees. Do NOT use this form if you are a student employee or graduate assistant.

Banner accounts are non-transferable. If the account contains Banner accounts, they must be removed prior to transfer. If Banner access is still desired under this username, the new owner must (re)submit a [Banner Access Request \(Modify\)](#) to the Banner Security Committee requesting that the access be added back.

All other access and permissions to the account will remain unaltered as a result of the transfer.

Please submit completed and signed form to:
6TECH, Account Administrator
102 McNutt Building

Once your request has been received by ITS, an Accounts Administrator will contact you to schedule the account transfer.

Current Owner Information



New Owner Information

University ID #	University ID #
Name (first, middle initial, last)	Name (first, middle initial, last)
Phone #	Phone #
Department	Department
Username to Transfer	Effective On (mm/dd/yyyy)

I certify that the information supplied above is correct.

Requestor Signature

Date

If the Current Account Owner is unavailable, a signature from his/her Department Head is required to authorize the transfer

Department Head Signature

Date