

### Billing Address Form

The student's name will always appear on the billing statement. Some students also want to include another name such as a parent, guardian, or spouse. If you want an additional name added to the billing statement, please complete the information below. By adding the Responsible Party name you are giving us permission to mail your monthly statement to that person. The FERPA form should be completed as well if you add a Responsible Party. You, the student, are still responsible to make sure that all charges to your MBU student account are being paid as agreed.

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student Personal E-Mail Address: \_\_\_\_\_

I (the student) choose to remain the primary recipient of billing statements sent for my account.

Responsible Party Name: \_\_\_\_\_

Responsible Party Personal E-Mail Address: \_\_\_\_\_

Responsible Party Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Responsible Party Phone Number: \_\_\_\_\_

Note: Billing statements will be sent to the local address unless specified above.

Local address while attending MBU: (for students not living in MBU housing)

Student's Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

You may log in and update your local address in MyMBU Access at [MyMBU.mobap.edu](http://MyMBU.mobap.edu).

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Received By (MBU representative): \_\_\_\_\_ Date: \_\_\_\_\_