



**BLUE TO BUSINESS**

## Appendix C

# Blue To Business (B2B) Change Order Form

Business Name: \_\_\_\_\_

Big Blue Bus Account Number: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUEST NEW B2B TAP CARDS** Please email photos (jpeg format) if desired on cards.  
Please add additional pages if needed.

Please create B2B TAP cards for the following employee(s) or contract employee(s):	Please check one:		
Name and Last Name	New B2B TAP card	Replace lost/stolen B2B TAP card	B2B TAP card fees
			\$
			\$
			\$
<b>TOTAL B2B TAP CARD FEES</b>			

**CANCEL B2B TAP CARDS WITH NO REPLACEMENT** (please attach card if returned by employee)

Please cancel and do not replace the B2B TAP card(s) for the employee(s) named below (for each card cancelled your account will be credited a card issuance):

### EMPLOYEE/CONTRACT EMPLOYEE HEAD COUNT CHANGE

Please change our total number of employees/contract employees from \_\_\_\_\_ to \_\_\_\_\_ for billing purposes.

**ADMINISTRATIVE USE ONLY. PLEASE DO NOT WRITE BELOW THIS LINE.**

Cards Issued: \_\_\_\_\_ Total active card count: \_\_\_\_\_ Level of Participation: \_\_\_\_\_

Cards Cancelled: \_\_\_\_\_ Total employees: \_\_\_\_\_ Reviewed by: \_\_\_\_\_