



COMMITTEE FOR PUBLIC COUNSEL SERVICES

Owner/Principal Employee Form

In order to activate your Vbill account, CPCS must, in the first instance, enter the owner or principal employee's information. Once entered, you may sign into Vbill and select the Vbill Manage Employees page where you can add additional employees/contractors to your Vbill account.

To assist us in this process please provide the following (PLEASE PRINT):

Company name: _____

Company phone number: () _____

Owner's Full Legal name¹

_____	_____	_____
Last Name	First Name	MI

Date the company began operation. NOTE: If the owner does not directly provide services to CPCS clients please enter the date the principal employee was hired.

____/____/____
month/day/year

Owner/Principal Employee's Year of Birth: ____ ____ ____ ____

Last four digits of named person's SSN: ____ ____ ____ ____

Signature

¹ Large organizations such as hospitals where the owner does not directly provide services to CPCS clients may designate any employee who is actively providing services to CPCS clients