

**BEN Financials**  
**Email Feeder Reports as an Attachment Request Form**

**Please provide the following information:**

**Name of Feeder:** \_\_\_\_\_  
(If more than one feeder, please fill out a separate form for each)

**Name of Listserv:** \_\_\_\_\_

**Please list the members of the Listserv and their email address:**

<b>Name*</b>	<b>S or O</b>	<b>Email Address</b>
<small>*Please indicate, next to the names, whether they are a Subscriber (S) - responsible for reviewing reports or Owner (O) - can add subscribers and receive undeliverable emails</small>		
1. _____	( ) ( )	_____
2. _____	( ) ( )	_____
3. _____	( ) ( )	_____
4. _____	( ) ( )	_____
5. _____	( ) ( )	_____

**Who may we contact with questions regarding this listserv?**

**Name:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**School/Ctr.** \_\_\_\_\_

**Required Signatures:**

School/Center Senior Business Administrator: \_\_\_\_\_

Requestor: \_\_\_\_\_

Requestor's Email: \_\_\_\_\_

Requestor's Phone #: \_\_\_\_\_

**Send completed forms to:**

Financial Systems  
319 Franklin Bldg.  
3451 Walnut Street/6284

Revised: August 2009