

REQUEST TO CREATE A NEW ENTITY ID IN THE ADVANCE DATABASE

**Please be sure to search for an existing ID in the database before requesting a new ID.
Please allow 3 business days for all new entity requests to be processed.
Name, address & phone numbers are required to create entities & a contact person is required for organizations.**

Submit to: University of Florida Foundation, Research Department
Prospect Tracking Team
Or FAX to: **(352) 334-8059**

REQUIRED INFORMATION

Title (i.e. Mr., Ms., Dr., etc.): _____

Full Name of Entity (no nicknames/initials): _____
Individual Corporate Foundation Family Foundation Community/Charitable Fund

Spouse Name: _____

Mailing Address: _____

Individual – Home Individual – Business (include Employer Name on Address line)

City, State, Zip: _____

Home Phone #: (____) _____ Business Phone #: (____) _____

Email Address: _____ Fax # (____) _____

Web Address: _____

Please provide as much ADDITIONAL INFORMATION as possible.

Nickname: _____ Birth date: _____

Maiden Name: _____ Degree Info: _____

Spouse Maiden Name: _____ Spouse Education: _____

Contact Person: _____ Job Title: _____

(Required for all organizations)

2nd Address (indicate Home or Business): _____

Employer (if business address): _____

City, State, Zip: _____

Second/Cell Phone: _____

SUBMITTED BY

Your Name: _____ DO Name: _____

Campus Address: _____

Additional Comments: _____

RESEARCH GROUP USE ONLY

Assigned ID: _____ PT Team Initials/Date: _____