

Change Key EO

Please fill out the following form required to change your key Enforcement Office. Please fax the completed forms back to Customer Service at 416-360-6069.

Please note: Accounts can change their Default Key EO and Additional EO(s) on or before September 24th of each year with such changes to take effect on the annual renewal date. Changes with respect to adding Additional Key EO(s) and changes to the Default Key EO due to the following will take effect within 5 business days of receipt of signed Change Request Form.

If your organization relocates to another jurisdiction during the subscription term you can change your Default Key EO at no extra charge.

Additional Key Office Pro-Rated Subscription Schedule

Month	Additional Key EO	
	In 1 st Week/ Mo	Other Weeks
October	\$60	\$55
November	\$55	\$50
December	\$50	\$45
January	\$45	\$40
February	\$40	\$35
March	\$35	\$30
April	\$30	\$25
May	\$25	\$20
June	\$20	\$15
July	\$15	\$10
August	\$10	\$5
September	\$5	\$5