**Data Entry Changes (DEC)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Confirmation Code: |   | DR: |  | Date: |  |

|  |  |  |
| --- | --- | --- |
| **Field NAME** | Entered | Changed |
| Business |  |  |
| Trust |  |  |
| First Name |  |  |
| Last Name |  |  |
| Mailing Address |  |  |
| Contact Email |  |  |
| Phone Number |  |  |
| Received by |  |  |

**Associated Transactions**

|  |  |  |
| --- | --- | --- |
| **Date** | **Transaction Code** | **Total** |

**Gateway Results**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Event** | **Transaction Log Code** | **Amount** | **Result** |

**Change History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Changed By** | **Question** | **Old Value** | **New Value** |

**Email Log**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Recipient** | **Message** | **Result** |

|  |  |  |
| --- | --- | --- |
| Corrections Made GG | Date | By |
|  |  |  |
| Email Date | Letter (USPS) Date | Change Notification Sent By |
|  |  |  |
| Corrections Access | Date | By |
|  |  |  |
| Changes to QuickBooks | Date | By |
|  |  |  |

**Reason for the change:**