



TEXAS ASSOCIATION *of* COUNTIES

COUNTY INFORMATION RESOURCES AGENCY

Secure Email Service Deletion Form

Please complete all required fields below to request the deletion of an email account. Once an account has been deleted, all remaining email on TAC CIRA servers will be deleted. Please make sure all email is backed up to a local computer before sending in this form. If you have any questions, please contact TAC CIRA at (800) 456-5974.

County Name:

Account First Name:

Account Last Name:

Email Address to Be Terminated:

Reason for Deletion:

Must select one:

- Remove the Microsoft email license(s) tied to this account.
- DO NOT remove Microsoft license(s) tied to this account.

IMPORTANT: Please include a county email address where TAC CIRA can send a confirmation email that states that the above requested email account has been removed.

Phone:

Printed Name of Department Head:

Email of Department Head:

Signature of Department Head:

Date:

Please send the completed form to support@county.org or fax to (512) 479-1807.