

Change of Tax Identification Form

Generally, the "Change of Tax Identification Form" is used when businesses need to change the Tax Identification Number (TIN) when there has been a change in ownership or structure (due to the purchase of a business, a merger, acquisition, etc.). The Vendor Maintenance team will use the completed "Change of Tax Identification Form" to obsolete the vendor record with the previous TIN in OAKS FIN and setup a new vendor record with the new TIN. For more information on Ohio Shared Services vendor forms, customers may inquire via our [contact us](#) page or call 614-338-4781 or 1.877.OHIOSS1 (1.877.644.6771).

Completing a "Change of Tax Identification Form" is encouraged, but a signed vendor letter with all information is acceptable.

The "Change of Tax Identification Form" must be accompanied by a completed "[Vendor Information Form](#)" (OBM-5657) and [IRS Form W-9](#) or [IRS Form W-8](#).

Section 1 - New Tax Identification Information

THIS FORM MUST BE SUBMITTED WITH A COMPLETED VENDOR INFORMATION FORM AND COMPLETED W9.

SECTION 1 -- NEW TAX IDENTIFICATION INFORMATION
NEW LEGAL BUSINESS NAME:
NEW DBA NAME/S:
NEW FEDERAL TAX ID (TIN), EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (REQUIRED): <input type="text"/>

Must be completed and match the Vendor Information Form and W-9. The DBA name also must be listed if applicable. The Vendor Name will be updated on the Identifying Information Tab in the Vendor Module.

Section 2 - Previous Tax Identification Information

SECTION 2 -- PREVIOUS TAX IDENTIFICATION INFORMATION -- AS CURRENTLY LISTED IN OUR RECORDS
PREVIOUS LEGAL BUSINESS NAME:
PREVIOUS DBA NAME/S:
PREVIOUS FEDERAL TAX ID (TIN), EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (REQUIRED): <input type="text"/>

Must be completed and match the name and TIN listed on the Identifying Information Tab in the Vendor Module.

The DBA name also must be listed and match if applicable.

Section 3 - Reason for the Tax Identification Number Change and Additional Comments

SECTION 3 -- REASON FOR THE TAX IDENTIFICATION NUMBER CHANGE AND ADDITIONAL COMMENTS
<input type="text"/>

Not required.

Section 4 - Status of Previous Tax Identification Number

SECTION 4 -- STATUS OF PREVIOUS TAX IDENTIFICATION NUMBER
IS THE PREVIOUS TAX IDENTIFICATION NUMBER TO REMAIN ACTIVE? Yes <input type="checkbox"/> (IF YES, PLEASE EXPLAIN ABOVE) NO <input type="checkbox"/>

Must be completed and match the Vendor Information Form and W-9 or W-8 and the Identifying Information Tab in the Vendor Module.

Section 5 - Please Sign and Date

SECTION 5 -- PLEASE SIGN AND DATE	
PRINT NAME: <input type="text"/>	DATE: <input type="text"/>
AUTHORIZED SIGNATURE: <input type="text"/>	CONTACT PHONE NUMBER: <input type="text"/>
CONTACT EMAIL ADDRESS: <input type="text"/>	

Authorized Signature line must be hand-written. Electronic or stamped signatures not accepted at this time.

We will not reject if the following are not provided:

- **Print Name**
- **Contact Email Address**
- **Date**
- **Contact Phone Number**