

Change of Vendor Name Form

Change of Vendor Name Form must be submitted with a completed [Vendor Information Form](#) and completed [IRS Form W-9](#) or [IRS Form W-8](#). Request for Taxpayer Identification Number and Certification Form. 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 Name Form" is encouraged, but a signed vendor letter with all information is acceptable.

Section 1 - New Name Information

SECTION 1 - NEW NAME INFORMATION
NEW LEGAL BUSINESS NAME:
NEW DBA NAME/S:

Must be completed and must 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 Name Information

SECTION 2 - PREVIOUS NAME INFORMATION
PREVIOUS LEGAL BUSINESS NAME:
PREVIOUS DBA NAME/S:

Must be completed and must match the name listed on the Identifying Information Tab in the Vendor Module. The DBA name also must be listed and match the name listed on the Identifying Information Tab in the Vendor Module if applicable.

Section 3 - Reason for the Change / Comments

SECTION 3 - REASON FOR THE CHANGE / COMMENTS

Not required.

Section 4 - Tax Identification Number

SECTION 4 - TAX IDENTIFICATION NUMBER
FEDERAL TAX ID (TIN), EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (REQUIRED):
<input type="text"/>

Must be completed and must match the Vendor Information Form and W-9 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"/>
SIGNATURE: <input type="text"/>	<input type="text"/>

Section 5 must be hand-written. Electronic or stamped signatures not accepted at this time.