



## Vendor/Payee Change Form

### Instructions For Completing the Vendor/Payee Change Form

**The Change Form should be used to perform the following:**

Change the contact person.

Change the “Doing Business As” (DBA) name.

Change phone number.

Change the email address (for remittances and correspondence).

Change the mailing address.

Add additional records under the same Taxpayer Identification Number (TIN).

**Note:**

If writing instead of typing, please PRINT clearly in blue or black ink only. Forms will not be accepted if they have whiteout, have been crossed off, or have been written over.

**Part A – Identification Details:**

You MUST provide your Statewide Vendor Number.

If you do not know your Statewide Vendor Number use the [VENDOR LOOKUP](#) page.

You must provide your legal name as filed with the IRS.

You must provide your DBA if you have one.

You MUST provide your Social Security Number (SSN) OR Employer Identification Number (EIN).

**Part B – Changes to Be Made:**

If you are a business, a contact person’s name MUST be provided.

Use the check boxes provided if you wish to add an additional record or change an existing record.

You must complete the entire form for each additional record.

**Signature Block:**

Please sign with a pen (a “wet signature”).

Electronic, inserted or stamped signatures will not be accepted.

This form is not considered valid unless it is signed.

**Important:**

If you wish to change your legal name or tax type, DO NOT fill out this form. Please complete a registration form.

**Submitting the Vendor/Payee Change Form:**

Please PRINT and SIGN the completed form

SCAN to PDF format and EMAIL to: [payeeforms@ofm.wa.gov](mailto:payeeforms@ofm.wa.gov)

FAX to: (360) 664-3363 OR

MAIL to: Statewide Payee Registration, PO Box 41450, Olympia, WA 98504-1450

For questions about the form, please contact the Payee Registration Unit at (360) 407-8180 ext. 5. For any other questions, please contact the agency you are expecting payment from.

