

# SUPPLIER CHANGE REQUEST FORM INSTRUCTIONS

Agency Vendor Liaisons **MUST** complete all areas indicated (as required) for Agency Liaisons and review the form to ensure the supplier has completed the areas for Supplier Use Only.

|                                      |   |
|--------------------------------------|---|
| <b>New</b>                           | Select if the supplier has not been approved.   |
| <b>Existing</b>                      | Select if the supplier is an existing supplier, requesting to change current information or status. |
| <b>Supplier ID Number (REQUIRED)</b> | Enter the Supplier ID Number.   |

## SECTION 1 SUPPLIER IDENTIFICATION

This section **MUST** be completed in its **entirety** by the supplier unless otherwise indicated in the descriptions below.

| FIELD   | DESCRIPTION  |
|---|--|
| FEI/SSN/TIN (REQUIRED)  | Required for all requests. If requesting to change or correct a tax identification number, the supplier must enter their <b>full 9-digit current, new, or correct</b> tax identification number, i.e., SSN/TIN/EIN in this field.  |
| SUPPLIER NAME (REQUIRED)  | Required for all requests. If the supplier is requesting to change or correct their name, enter the supplier's <b>current, new, or correct</b> name in this field.   |
| DOING BUSINESS AS (dba)   | Enter the supplier's DBA name, if <b>different</b> from the supplier's name. If the supplier is requesting to add/change/correct their DBA name, enter the supplier's <b>new or correct</b> DBA name.  |
| PHYSICAL ADDRESS<br>(REQUIRED FOR ALL REQUESTS)                                     | Enter the complete physical address (street address, city, state, zip, and county). This field is required for all requests and must be the address already on record unless the supplier is requesting to change their physical address. If the supplier is requesting to update their existing physical address, select the Physical Address line and enter the <b>updated</b> address in this field. The complete address is required for all requests.<br><b>*DO NOT ENTER P O BOX AS PHYSICAL ADDRESS</b>   |
| MAILING ADDRESS<br>(ONLY IF DIFFERENT FROM PHYSICAL ADDRESS)                        | Enter the complete mailing address (street address, city, state, zip, and county), if different from the physical address. If the supplier is requesting to add, change, or correct the existing mailing address, select the Mailing Address line and enter the <b>updated</b> address in this field. The complete mailing address is required, when updating the mailing address.<br><b>*P O BOXES ARE PERMITTED*</b>   |
| PAYMENT REMIT TO ADDRESS<br>(ONLY IF DIFFERENT FROM PHYSICAL AND MAILING ADDRESSES) | If different from the physical or mailing addresses, enter the complete payment remit to address (street address, city, state, zip, and county). Select the Payment Remit To address and enter the address where the supplier wants their payments mailed to. If the supplier is requesting to add, change, or correct their existing payment remit to address, select the Payment Remit To Address line and enter the <b>updated</b> address in this field. The complete mailing address is required, when updating the mailing address.<br><b>*P O BOXES ARE PERMITTED</b> |

| FIELD  | DESCRIPTION   |
|--|---|
| CONTACT'S NAME<br>(REQUIRED FOR PAYMENT)     | Enter the business contact person's first and last name.<br><br>*NOT REQUIRED FOR INDIVIDUALS*  |
| CONTACT'S TITLE<br><b>REQUIRED</b>           | Enter the business contact person's title.<br><br>*NOT REQUIRED FOR INDIVIDUALS*  |
| CONTACT'S EMAIL ADDRESS<br><b>(REQUIRED)</b> | <b>Required</b> for <b>all</b> requests. To add/change/correct a contact email address, enter the <b><u>new or correct</u></b> email address in this field and submit the request as an address change request.   |
| PRIMARY PHONE #<br><b>(REQUIRED)</b>         | The supplier's primary phone number is <b>required</b> for <b>all</b> requests. The supplier must indicate whether the Primary Phone is a landline or a cell phone.   |
| CONTACT'S PHONE #<br><b>(REQUIRED)</b>       | Enter the direct number of the authorized business contact person. If requesting to add or change a contact's phone number, submit as an address change request and enter their new contact phone number. The supplier must indicate whether the Contact Phone is a landline or a cell phone. |
| DRIVER'S LICENSE #<br>DL STATE               | Optional.<br>Additional information may be requested after initial request. <b>FOR INDIVIDUALS ONLY.</b>  |

## SECTION 2 BANK ACCOUNT INFORMATION

The supplier **MUST** complete this section in its entirety to receive payments via Automated Clearing House (ACH). ACH payments are required for all **new and reactivating suppliers**. Also, complete this section to add additional bank information or to change existing bank information.

| FIELD   | DESCRIPTION  |
|---|--|
| I DO NOT WISH TO PROVIDE BANKING INFORMATION  | Required if the supplier elects not to receive their payments via the ACH, the supplier should select this option to receive a paper check.  |
| ACH IS NOT APPLICABLE FOR THE CHANGE REQUEST  | Required if the supplier already receives payment via ACH, the supplier should select this option.   |
| REPLACE REMITTANCE ADDRESS AT LOC # WITH ADDR ID #<br><b>Submit as a bank change.</b> | To change a Location's Remittance Address in TeamWorks if a supplier has multiple addresses, enter the Location # and the new Remittance Addr ID #.<br><b>(Agency Liaison MUST complete when applicable)</b>   |
| REPLACE INVOICING ADDRESS AT LOC # WITH ADDR ID #<br><b>Submit as a bank change.</b>  | To change a Location's Invoicing Address in TeamWorks if a supplier has multiple addresses, enter the Location # and the new Invoicing Addr ID #.<br><b>(Agency Liaison MUST complete when applicable)</b>   |
| ADD NEW BANK ACCOUNT  | If the supplier is requesting to receive payments via ACH or to add additional bank account information for a Specific Purpose. The supplier <b>MUST</b> select this option  |
| CHANGE EXISTING BANK ACCOUNT  | If the supplier is requesting to change their existing ACH bank information, the supplier <b>MUST</b> select this option. Changing bank information can result in a supplier no longer being able to receive payment via ACH.  |
| ENTER LOC #<br><b>(Agency Liaison MUST complete when applicable)</b>                  | When a supplier requests to change existing bank account information, the Agency Liaison <b>MUST</b> enter the Location # where the <b>EXISTING</b> bank information is found in the State's financial system.   |
| NAME EXACTLY AS LISTED ON BANK ACCOUNT  | Enter the name that is listed on the bank account.   |
| BANK NAME   | Enter the name of the bank where payments will be sent.  |
| ROUTING #   | Required. <b>MUST</b> be 9-digits.   |
| NEW BANK ACCOUNT #  | Required.  |
| LAST FOUR DIGITS OF PREVIOUS BANK ACCOUNT#  | Enter the last 4-digits of the bank account number previously provided for payments. <b>Required for Existing Bank Account Changes Only.</b>   |
| GENERAL BANK ACCOUNT  | Required, if <u>ALL PAYMENTS</u> from <u>ALL AGENCIES</u> should be deposited to the bank account provided.  |
| SPECIFIC PURPOSE/DESCRIPTION  | Required, if <u>SPECIFIC PAYMENTS</u> are expected from a <u>SPECIFIC AGENCY</u> designated for a <u>SPECIFIC PURPOSE</u> such as grants, operating accts, Pre-K, etc.   |
| PYMT REMIT EMAIL ADDRESS  | Optional, but <b>RECOMMENDED</b> to receive notification of details of payment(s) processed.<br>Enter the email address where to receive payment notifications.<br>To add or change a payment remit email address for existing bank information, submit as a bank change request.<br><b>*DO NOT ENTER MAILING ADDRESS*</b> |
| PRINTED NAME OF COMPANY OFFICER   | Required for banking requests  |
| SIGNATURE OF COMPANY OFFICER  | Banking requests must include one of the following types of signatures: the electronic signature embedded in the SCR form, a DocuSign signature, an ink (wet) signature, or another valid electronic signature accompanied by validation marks.  |
| DATE  | Required for banking requests. The date cannot be more than 60 days old from the date SAO receives the SCR.  |

### **SECTION 3 – DIVERSITY IDENTIFICATION (REQUIRED)**

This section **MUST** be completed to properly classify the supplier. There are (3) certifications under this section. Minority businesses must include their Disadvantaged Business Enterprise (DBE) Certification and proof they have registered with Team Georgia Marketplace with all requests.

| <b>BUSINESS CERTIFICATIONS</b> |   |
|--------------------------------|---|
| *GA SMALL BUSINESS             | Based on Georgia law (OCGA 50-5-21) (3) "Small business" means any business which is independently owned and operated. Additionally, such business must have either less than 300 employees OR less than \$30 million in gross receipts per year.   |
| ** GEORGIA RESIDENT BUSINESS   | Based on Georgia law (OCGA 50-5-121) (2) "Georgia resident business" means any business that regularly maintains a place from which business is physically conducted in Georgia for atleast one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure. |
| WOMEN OWNED                    | Women-owned businesses are not considered minority businesses in the State of Georgia.  |
| MINORITY BUSINESS CERTIFIED    | Companies desiring to certify as a "minority business enterprise" or a "minority subcontractor" may do so by first submitting an application for the Disadvantaged Business Enterprise (DBE) Certification to GDOT. Only suppliers who have successfully completed the DBE certification process and registered in Team Georgia Marketplace are listed as a "Certified Minority Business Enterprises".  |

| <b>MINORITY BUSINESS ENTERPRISE (51% OWNERSHIP)</b> |   |
|---|---|
| MINORITY BUSINESS ENTERPRISE                        | Non-certified companies that are 51% owned by a minority. |

| <b>VETERAN-OWNED SMALL BUSINESS (Check All That Apply)</b> |   |
|--|---|
| VETERAN-OWNED SMALL BUSINESS                               | "A Veteran Business Enterprise (VBE) or a Service Disable Veteran Business Enterprise (SDVBE) are state-level designations for small businesses 51% owned and operated by a United States Veteran. A United States Veteran must own or control 100% of the assets of a sole proprietorship, at least 51% of the equity interests in a partnership, at least 51% of the aggregate of all stock outstanding, at least 51% of the membership interests in a limited liability company, 100% of the control of a sole proprietorship, or at least 51% of the control of a general partnership." |

## SECTION 4 – REQUESTED CHANGES **REQUIRED**

| FIELD  | DESCRIPTION  |
|--|--|
| 1099 ELIGIBLE  | Select 1099 Eligible to change a supplier that is <b>NOT</b> currently 1099 eligible to a 1099 eligible status. Select the type of 1099 form the supplier is to receive. Once a supplier is changed to 1099 eligible, they cannot become 1099 ineligible.<br><br><b>The Agency Liaison is required to enter the Addr ID #.</b> |
| ADD ADDITIONAL ADDRESS   | Select if adding an <i>additional</i> physical, mailing, or payment remit to address. Enter either the complete physical, mailing, or payment remit to additional address in Section 1 of the form.<br><b>The county is required.</b>  |
| CHANGE/CORRECT EXISTING ADDRESS  | Select if changing a current physical, mailing, or payment remit to address. Enter the <b><u>new address</u></b> in Section 1 of the form.   |
| ADDRESS ID # TO CHANGE<br><br>(Agency Liaison <b><u>MUST</u></b> complete when applicable) | Required, if the request is to change the supplier's existing address. The Agency Liaison <b><u>must</u></b> enter the Address ID # of the existing address.   |
| ADD/CHANGE PAYMENT ALT NAME OF AN EXISTING OR NEW ADDRESS                                  | Select to add additional name on payments other than the names indicated in Section 1 of the form.<br><br><b>SUBMIT AS AN ADDRESS REQUEST</b>  |
| PAYMENT ALT NAME   | If adding an additional name to payments, enter the additional in this field as a Payment Alt Name.<br>If requesting to change an existing Payment ALT name, enter the <b><i>new</i></b> Payment ALT Name.<br><b>DO NOT ENTER THE DBA</b>  |
| CLASSIFICATION CHANGE  | Select to change the supplier's Classification and select the new classification type. The Agency Liaison <b><u>MUST</u></b> select this option <b><u>ONLY</u></b> when applicable.  |
| FEI/TIN CHANGE   | Select to change a supplier's current tax ID number. Enter the <b><u>new number</u></b> in Section 1.<br><br><b>If a supplier is 1099 eligible, their FEI/TIN cannot be changed. Contact the agency for next steps.</b>  |
| Statewide Contract<br>(DOAS Use Only)  | This option is required for DOAS only. Select, if the supplier is under an SWC or to identify a supplier as an SWC vendor.   |
| HCM Vendor   | Select to indicate the supplier is an HCM supplier. The Agency Liaison <b><u>MUST</u></b> complete <b><u>ONLY</u></b> when applicable.   |
| DEACTIVATE SUPPLIER PROFILE  | Select if requesting to deactivate a supplier profile. Additionally, the supplier <b><u>MUST</u></b> provide a signed and dated letter justifying the deactivation. The justification document must include the supplier's contact information and supplier identification information.  |
| REACTIVATE SUPPLIER PROFILE  | Select if requesting to reactivate an inactive supplier profile, or if the supplier was previously denied approval.  |
| SUPPLIER NAME CHANGE   | Select if changing supplier/business name. Enter the <b><u>new name</u></b> in Section 1 and <b>submit a current updated W9.</b>   |
| OTHER  | Select if the requested action is <b><i>not</i></b> listed in Sections 2 or 4. <b>Must provide details in the "Comments" field.</b>  |

**SECTION 5 – AGENCY LIAISON CERTIFICATION (AGENCY USE ONLY)**

| FIELD                          | DESCRIPTION  |
|--------------------------------|--|
| PRINTED NAME OF AGENCY LIAISON | Required.  |
| SIGNATURE OF AGENCY LIAISON    | Required. Must include one of the following types of signatures: the electronic signature embedded in the SCR form, a DocuSign signature, an ink (wet) signature, or another valid electronic signature accompanied by validation marks. |
| DATE                           | Required. The date cannot be more than 60 days old from the date submitted to SAO for processing.  |
| B/U#                           | Required.  |