



# SUPPLIER CHANGE REQUEST FORM

Agency Supplier Liaisons MUST complete the Agency Liaison Use Only sections AND ensure the supplier has completed sections 1 - 3, the Supplier Use Only sections prior to submitting this form to SAO.

NEW

EXISTING

SUPPLIER ID NUMBER: **Agency Use Only** 0 0 0 0

## SECTION 1 SUPPLIER IDENTIFICATION

FEI/SSN/TIN

Supplier Name as listed with IRS:

Doing Business As (dba): **if applicable**

**CONTACT INFORMATION (\*REQUIRED)** Enter the street address, city, state, zip, and county)

\*Physical Address:

Mailing Address:

Payment Remit to Address:

Contact's Name **(REQUIRED FOR PAYMENT):**

Contact's Title:

\*Contact's Email Address:

Primary Phone #:

Ext:

Contact's Phone #:

Ext:

Landline

Cell **Used for Identity Verification**

Landline

Cell **Used for Identity Verification**

Driver's License #: **For individuals only**

DL State:

## SECTION 2 BANK ACCOUNT INFORMATION **Required for New and Reactivating suppliers to add/change bank information to receive payments via ACH.**

I do not wish to provide banking information and understand all payments made to me will be via check.

ACH is not applicable for the change request

Replace Remittance Address at Loc #

With Addr ID #

Replace Invoicing Address at Loc #

With Addr ID #

Add New Bank Account

Change Bank Account

Enter Loc #

**Agency Liaisons are required to complete items on this line for bank changes**

Name Exactly as Listed on Bank Account:

Bank Name:

ROUTING #

NEW ACCOUNT #

Last Four Digits of Previous Bank Account # **For changes only**

Check here if General Bank Account can be used by ALL State of Georgia agencies making payments.

Check here if this account can only be used for a SPECIFIC PURPOSE

**SPECIFIC PURPOSE DESCRIPTION**

## ACCOUNTS RECEIVABLE NOTIFICATION

PAYMENT REMIT EMAIL ADDRESS:

PAYMENT REMIT EMAIL ADDRESS:

I authorize the State of Georgia to deposit payment for goods and/or services received into the provided bank account by the Automated Clearing House (ACH). I further acknowledge that this agreement is to remain in full effect until such time as changes to the bank account information are submitted in writing by the vendor or individual named below. It is the sole responsibility of the vendor or individual to notify the State of Georgia of any changes to the bank account information. The State of Georgia independently authenticates bank account ownership.

Printed Name of Company Officer

Signature of Company Officer

Date

SECTION 3 DIVERSITY IDENTIFICATION (Check ALL That Apply)

BUSINESS CERTIFICATIONS		MINORITY BUSINESS ENTERPRISE (51% ownership)	
GA Small Business*	Women Owned	Hispanic – Latino	African American
GA Resident Business**	Minority Business Certified	Native American	Asian American
Not Applicable		Pacific Islander	Not Applicable
			Prefer Not to Answer

VETERANS OWNED SMALL BUSINESS (Check ALL That Apply)

Nonveteran Owned Small Business	Veteran-owned Small Business	Service Disabled VOSB	Prefer Not to Disclose
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\*Based on Georgia law (OCGA 50-5-21) (3) “**Small Business**” means any business which is independently owned and operated. Additionally, such business must either have 300 or less employees OR \$30 million or less in gross receipts per year.

\*\***Georgia resident business** is defined as any business that regularly maintains a place from which business is physically conducted in Georgia for at least 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.

SECTION 4 – REQUESTED CHANGE(S) – (Check ALL That Apply)

1099 Eligible Cannot change to non-eligible if supplier is already 1099 eligible

1099 Addr ID # Agency Liaisons are REQUIRED to enter the AddrID # where to mail 1099

1099 – M Enter Code (Required for Form 1099 – M)

1099 – N 

Code 01

(01 is the only code available for the 1099 – NEC)

Add Additional Address (Enter additional address in Section 1)

Change/Correct Existing Address 

Enter Addr ID # to change

Add/Change Payment Alt Name to an existing or new address

Payment Alt Name:

Classification Change: (Agency Liaisons are required to check one for Classification Changes.)

Attorney

Gov Non-State of GA

HCM

Non-Supplier

Student

Supplier Minority

Supplier Non-minority

FEI/TIN Change

Statewide Contract (DOAS Use Only)

HCM Vendor

Deactivate Supplier Profile (Agency Liaison MUST attach written justification from the supplier with the SCR.)

Reactivate Supplier Profile

Supplier Name Change

Other (Provided details in the Comments section below)

Comments

AGENCY USE ONLY SECTION 5: AGENCY LIAISON CERTIFICATION (REQUIRED)

By my signature below, I certify that all reasonable effort has been made to submit information that is complete, accurate, true, and is associated with the supplier’s name and Tax ID listed above.

AGENCY LIAISON NAME	AGENCY LIAISON SIGNATURE	DATE	BU/Company ID#
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