

BCC Purchasing Name Change Checklist



***ALL Name Changes must include official company letter/notice of name change**

Type: Merger/Acquisition (Update TIN)
Partial Buy/Sale of Assets

Marketing/Re-Brand Only (dba) (Same TIN)
Other

CURRENT Supplier Information:

Name (W-9, line 1):

Name, if different from above (W-9, line 2):

Address (W-9, line 5):

City (W-9, line 6):

State:

Zip Code:

(W-9, Part 1: TIN): SSN:

or EIN:

Contact Name:

Contact Title:

Email:

Phone:

NEW Supplier Information:

Name (W-9, line 1):

Name, if different from above (W-9, line 2):

Address (W-9, line 5):

City (W-9, line 6):

State:

Zip Code:

(W-9, Part 1: TIN): SSN:

or EIN:

Contact Name:

Contact Title:

Email:

Phone:

Purchasing Use Only:

Contract No(s):

Title(s):

Department(s):

Contract Admin/Dpt Contact(s):

Buyer Name(s):

Sunbiz Verified:

Certificate of Insurance (COI)? Update

N/A

Signed/Formal Agreement(s): Amendment

N/A

Legal Approval (Bonds):

N/A

Legistar Approval: N/A

CPA/BPA No(s):

SPO No(s):

*Merge/Update Supplier:

OR Cancel and Reissue (after new supplier setup):

*Force revision to update supplier name on PDF printouts and email to supplier (after supplier setup merge)

BCC Name Change Checklist complete

***Forward name change information/attachments to ClerkFinanceSupplierMgmt@mypinellasclerk.gov**

CCC Finance Supplier Management Use Only:

IRS/TIN Matching Verified:

Outstanding Invoices? N/A

Current Supplier

New Supplier

Current Supplier: Inactive

New Supplier Added

Supplier Merge

OPUS Supplier ID:

Ref. #:

CPAs/BPAs and SPOs merged/updated **OR** cancelled per Purchasing:

Payment Method - ePayables (if applicable):

ePayables Invoice/Billing Contact (if applicable):

***Forward all ePayables requests to Purchasing, nryburn@pinellas.gov**

N/A

CCC: Vendor Onboarding form complete

***Forward name change requests, information/attachments to Purchasing, luoma@pinellas.gov**