



INFORMATION CHANGE FORM

Instructions:

This form must be submitted to the Office of Procurement to request information change for contractors.

Name Change Only:

Please complete the General Information and Name Change Section, sign and date. A new W-9 Form and/or Novation with the new company name is required.

Address Change Only:

Please complete the General Information and Address Change Section, sign and date.

GENERAL INFORMATION

Former Business Name (please print): _____

MAGIC Supplier Number: _____

NAME CHANGE

New Name: _____ Email: _____

Effective Date of Change: _____

Phone Number: _____

ADDRESS CHANGE

New Address: _____

City, State, Zip: _____

Email: _____

Phone Number: _____

Requestor's Signature

Date