

# Advantage Vendor Conversion Form

A vendor conversion is required when an existing vendor's Organization Type (Individual or Company) needs to be changed. If the vendor's TIN is incorrect do not submit this form. Inactivate all vendor codes under that TIN (VCM transactions), and create a new vendor code (VCC transaction) with the correct TIN.

Submit this form in the following circumstances:

- 1) An existing vendor is set up as a Company with a Company name, and needs to be changed to an Individual with a First and Last name.
- 2) An Individual with a First and Last name needs to be changed to a Company with a Company name.

**Please request a W-9 from the vendor and attach it to this form.**

To Be Completed by Requesting Agency *(All fields must be completed)*

Vendor Code:

Correct Legal Name:	
Correct Payment/Remittance Address:	
Correct Payment/Remittance City, State, Zip:	
Correct Organization Type:	
Correct 1099 Classification:	

To Be Completed by Requesting Agency

Requestor Name:	
Requesting Agency Number:	
Requestor's Phone:	
Requestor's Email:	
Date Submitted to SAE:	
Comments: <i>(optional)</i>	

Email this form with requested documentation to [DASVendorHelp@iowa.gov](mailto:DASVendorHelp@iowa.gov)  
Or send via local mail to DAS-SAE, 3<sup>rd</sup> Flr, Hoover Building, Attn: DAS Vendor Help  
Or fax the information to 515-281-5255, Attn: DAS Vendor Help