

I/3 Vendor Conversion Form

A vendor conversion is required when an existing I/3 vendor's Organization Type (Individual or Company) or Tax ID number needs to be changed.

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.
- 3) An existing vendor has an erroneous TIN that needs to be corrected.
- 4) The vendor has a valid TIN in I/3 but wants to be paid under a different TIN.

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 TIN: <i>(nine digits, no hyphens)</i>	
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

Or send via local mail to DAS-SAE, 3rd Flr, Hoover Building, Attn: DAS Vendor Help

Or fax the information to 515-281-5255, Attn: DAS Vendor Help