

I/3 Vendor Modification Form - Designated Agencies only

Certify: I ran one of the DW reports FR053 or FR057, to review vendor data for correctness.

- If there is no data on FR053 or FR057, do not submit this form. Instead, submit a [I/3 New Vendor Form](#).
- If all information on FR053 or FR057 is correct, do not submit this form. Submit a [I/3 New Vendor Location Form](#).
- If a new address is already on FR053 or FR057, do not submit this form. Instead, use the existing vendor code.

Check the appropriate box(es) below. * Attach a W-9 form for a Legal Name or 1099 Classification change *

Address Change
 Legal Name Change*
 1099 Classification Change
 Other

If the 'Other' box is checked, enter your requested change below, including details/specifics.

Vendor Code to be updated:	
Current Vendor Legal Name:	
New Legal Name:	
New Alias/DBA:	
New 1099 Classification:	

Payment Address Information

New Payment Optional Routing: <i>(if applicable)</i>	
New Payment Street Address:	
New Payment City, State, Zip:	

Ordering Address Information

(If different from Payment address, include an explanation)

New Ordering Street Address:	
New Ordering City, State, Zip:	
Explanation:	

1099 Address Information

(If different from Payment address, include an explanation)

New 1099 Street Address:	
New 1099 City, State, Zip:	
Explanation:	

Requestor Information

Requestor Name:	
Requestor Agency Number:	
Requestor Phone:	
Requestor Email Address:	

Email this fully completed & certified form with a copy of a vendor invoice or a W-9 form to: DASVendorHelp@iowa.gov

Or send form by local mail to DAS-SAE, 3rd Flr, Hoover Bldg, Attn: DAS Vendor Help

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

For DAS-SAE use only:

Headquarters TIN No	TIN Type:	EIN	SSN
Organization Type: Individual Company	1099 Classification:		
Location Name:	FR053 review:		
I/3 Document ID No.	Vendor No. updated:	Address ID	