



## CHANGE OF TAX IDENTIFICATION FORM

If only your tax identification number has changed please list "SAME" in the section for Previous Legal Name and Previous DBA name. – Please submit with completed Vendor Information form and completed W9.

### SECTION 1 – NEW TAX IDENTIFICATION INFORMATION

NEW LEGAL BUSINESS NAME:

NEW DBA NAME/S:

NEW FEDERAL TAX ID (TIN), EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (REQUIRED):

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### SECTION 2 – PREVIOUS TAX IDENTIFICATION INFORMATION

PREVIOUS LEGAL BUSINESS NAME:

PREVIOUS DBA NAME/S:

PREVIOUS FEDERAL TAX ID (TIN), EMPLOYER ID (EIN) OR SOCIAL SECURITY NUMBER (REQUIRED):

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### SECTION 3 – REASON FOR THE CHANGE / COMMENTS

### SECTION 4 – STATUS OF PREVIOUS TAX IDENTIFICATION NUMBER

IS THE PREVIOUS TAX IDENTIFICATION NUMBER TO REMAIN ACTIVE?

YES ☐ NO ☐

### SECTION 5– PLEASE SIGN AND DATE

PRINT NAME:

DATE:

SIGNATURE:

**Note: This document does contain sensitive information. Sending via non-secure channels, including e-mail and fax can be a potential security risk.**

#### SUBMIT FORM TO:

**Mail:** Ohio Shared Services  
P.O. Box 182880 Cols., OH 43218-2880  
**Fax:** (614) 485-1052  
**E-mail:** [vendor@ohio.gov](mailto:vendor@ohio.gov)

#### QUESTIONS? PLEASE CONTACT:

**Phone:** 1 (877) OHIO-SS1 (1-877-644-6771)  
1 (614) 338-4781  
**E-mail:** [vendor@ohio.gov](mailto:vendor@ohio.gov)