

CHANGE TO

SUPPLIER NAME / REMITTANCE ADDRESS

This form is used by a supplier, or a UC Davis department acting on behalf of the supplier, to validate/support the request for a supplier record update in the UC Davis financial system, Aggie Enterprise.

Instructions: Attach this completed form, along with a sample invoice, to the online form at <https://supplychain.ucdavis.edu/form/supplier-updates>.

Business Entity or Full

Legal Name: _____

Accepted DBA/Payee Names: _____

Headquarter/Main Address: _____

Previous Remittance Address: _____

New Remittance Address: _____

Phone Number:

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FedTax ID:

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OR

SSN (last four digits only):

X	X	X
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X	X
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Authorized Signature

Print Name & Title *Date*

NOTES:

- This authorization will remain in effect until a new Change Form is submitted.
- Failure to notify UC Davis of remittance address changes will cause a delay in issuing payments.
- New Remittance Address setup requests may take approximately 2 weeks to become effective.