



Vendor Maintenance Tracking System (VMTS)



Document Check List

Check List for NBS Vendor Change

OFM required documentation is as follows:

➤ **Vendor Name Change or TIN Change:**

- ✓ Letter on Company Letter Head, signed and dated, indicating the nature of the change request.
 - Letter must contain the “Old” and “New” Legal business names, TINs and UEI associated with the change request. The letter must be signed and dated.
- ✓ W-9 signed and dated.

➤ **Vendor Merge:**

- ✓ Letter on Company Letter Head signed and dated, indicating the nature of the change request.
 - Letter must contain the “Old” and “New” Legal business names, TINs and UEI associated with the change request. Because the NBS system does not allow GAB/OFM to complete a partial merge, the letter must request a merge of all open and closed award from one UEI site... to another UEI site ... The letter must be signed and date.
- ✓ W-9 signed and dated.
- ✓ Articles of Incorporation (documentation signed by the state reflecting the acquisition).

➤ **Successor-In-Interest:**

- ✓ Letter on Company Letter Head signed and dated, indicating the nature of the change request.
 - Letter must contain the Transferor's and Transferee's Legal business names and TINs.
 - Letter must identify all Transferor sites with open and closed awards along with the Transferee's UEI site in which all open and closed awards should be merged to.
- ✓ W-9 signed and dated.
- ✓ Legal documentation reflecting the Successor-In-Interest.