



# Transmission Customer Name Change, Version 1

Effective: 09/13/13

This Business Practice describes the process for an existing BPA Transmission Services Customer<sup>1</sup> to notify BPA of a name change.

## A. Name Change Process

1. An existing Transmission Services' Customer must complete, print, sign and submit all applicable forms and required documentation to the assigned Account Executive.

Forms & Documentation:	Required For:
Articles of Incorporation  OR State-Issued Documentation	All Customers
<a href="#">Transmission Credit Application</a>	All Customers
<a href="#">Transmission Customer Contact Information</a>	All Customers
<a href="#">BPA form 4220.01f, Federal Tax Withholding for Foreign Entities Applied to Payment and BPA form 4220.01b, New Foreign Vendor Profile Request (both forms are in one attachment).</a>  OR <a href="#">Substitute IRS form W9e, Request for Taxpayer Identification Number and Certification (BPA form 03-2007) and BPA form 4220.01ae, New Vendor Profile Request form (both forms are in one attachment).</a>	Customers with a parent company headquartered in a foreign country.  Customers headquartered in the United States.  As a Federal Agency, Bonneville Power Administration is required to wire all Customer refunds so this form must include bank wiring account information (under Vendor Express Enrollment).

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<sup>1</sup>Any customer taking service under Use of Facilities (UFT), Formula Power Transmission (FPT), Integration of Resources (IR), Part II or Part III of the OATT.

2. Submit the completed forms and required documentation to the assigned Account Executive using one of the following methods:

US Postal Service:	Bonneville Power Administration Transmission Marketing and Sales - TSE/TPP-2 P.O. Box 61409 Vancouver, WA 98666-1409
Overnight Delivery Service (physical delivery: UPS, Fed Ex, etc.)	Bonneville Power Administration Transmission Marketing and Sales - TSE/TPP-2 7500 NE 41st Street, Suite 130 Vancouver, WA 98662 Required Phone Number (360) 619 - 6016
Facsimile (fax):	(360) 619 - 6940
Email:	<a href="mailto:TxRequests@bpa.gov">TxRequests@bpa.gov</a> . Enter NAME CHANGE in the subject line of the email. This email address provides an automated reply indicating that the application was received.

**Note:** If the forms are faxed or emailed, BPA Transmission Services must receive the original signed hard copies of the forms within five Business Days after the date the fax or email is received by BPA.

3. A Customer must register their name with the following:
- Dun and Bradstreet Number (D-U-N-S Number®) at <http://fedgov.dnb.com/webform>
  - North American Energy Standards Board (NAESB) Electric Industry Registry (EIR): <http://www.naesb.org>
  - Open Access Technology International, Inc. (OATI<sup>1</sup>) site at <http://www.oasis.oati.com> and click the registration option or contact OATI at (763)201 - 2000.
4. The assigned Account Executive will coordinate with the Customer the necessary amendments or revisions to related Agreements or documents.

## B. Additional Information

### Version History

Version 1 09/13/13 New Business Practice.

<sup>1</sup>Open Access Technology International System