

**Contract Vendor  
Payee Change Form**

**Contract compensation is made according to the information on the face sheet of your contract. Please use this form if you wish to change the payee for your contract compensation.**

Contract Holder Name \_\_\_\_\_

**Desired Change**

New Contract Holder Name \_\_\_\_\_

Reason for Change \_\_\_\_\_

Effective Date \_\_\_\_\_

**W-9 Form**            A new W-9 will need to be completed and attached to this form.

***By signing below I request the changes to my contractual contact information as detailed above. I understand that this information will be used for contract notifications and I agree to accept notices at such address and email address.***

\_\_\_\_\_  
Contract Holder Signature

\_\_\_\_\_  
Date

Completed by: \_\_\_\_\_

## Payee Change Form

### Instructions on filling out the form and what to do with it.

#### Background

1. Compensation will only be made out directly to you (if you signed a contract without an entity) or in the name of the “dba” entity if you listed one on the face sheet of your contract.
2. In order for the Auditor’s Office to approve your compensation and issue a check, you must have been set up as a vendor **in the name to which you wish payment to be made**, which includes the filing of an accurate [W9 form](#); AND the EXACT (and same) vendor name must be listed in your Claim for Compensation. For example, if your contract lists you as John Smith, dba Law Office of John Smith, PLLC your W9 and all Claims for Compensation must list your full and proper vendor name: Law Office of John Smith, PLLC otherwise payments will be rejected and delayed.

#### When you want checks issued differently

##### Moving from Sole Proprietor to Your Own Entity (PLLC or PS)

1. Make sure to get an EIN through the IRS **as soon as possible**. This can be done as soon as your application is accepted by the Secretary of State and your entity is actually formed.
2. Fill out the Change of Payee form in its entirety and provide it to OPD.
3. At the same time, complete a [new W9](#) reflecting your new entity, and provide that to OPD.
4. You should receive a contract amendment listing your new entity instead of you as a sole proprietor, within 5 business days. Please complete this as soon as possible (two copies are required for contractors with a single county contract and three copies are required for contractors with a bi-county contract) and return it to our office.
5. Your contract amendment will be forwarded to the Commissioners’ Office(s) for their execution.
6. Do not close your sole proprietor business account or otherwise impair your ability to receive a check in the name of you as a sole proprietor until we provide you with an email confirming that the Payee Change Process has been completed, a **new vendor in the name of your entity** in either or both counties has been set up **and** that your next check will be issued in the name of your new entity. This process can take from 4-6 weeks depending on meeting schedules and whether or not your contract needs to be amended by both Counties.
7. Until we provide you with an email confirming that the Payee Change Process has been completed, please continue to submit Claims for Compensation listing yourself as the vendor (as a sole proprietor) otherwise the mismatch may delay your compensation.

##### Changing Name of your Law Firm (sole proprietor or legal entity)

1. As soon as you change the name of your Law Firm with DOL (for sole proprietor dba changes) or Secretary of State (for PLLC or PS changes) please complete a Payee Change Form as well as a [new W9](#) reflecting your new entity, and provide both to OPD.
2. You should receive a contract amendment reflecting your new law firm name within 5 business days. Please complete this as soon as possible (two copies are required for contractors with a single county contract and three copies are required for contractors with a bi-county contract) and return it to our office.

(509) 222-3700

[opd@co.benton.wa.us](mailto:opd@co.benton.wa.us)

3. Your contract amendment will be forwarded to the Commissioners' Office(s) for their execution.
4. Do not make any changes with your business banking that will impair your ability to receive a check payable to your **old law firm name** until we provide you with an email confirming that the Payee Change Process has been completed, a **new vendor in the name of your entity** in either or both counties has been set up **and** that your next check will be issued in the name of your new entity. This process can take from 4-6 weeks depending on meeting schedules and whether or not your contract needs to be amended by both Counties.
5. Until we provide you with an email confirming that the Payee Change Process has been completed, please continue to submit Claims for Compensation listing the vendor as being your **old law firm name** otherwise the mismatch may delay your compensation.

### **Joining a Law Firm**

1. Please file a Payee Change Form as soon as you can when you decide to leave sole proprietorship and join a law firm. Note that you can specify an effective date on the Payee Change Form if you are not quite ready for the change-over.
2. Make sure your new employer is set up as a vendor with one or both counties (depending on whether you have a single-county or bi-county contract). If not, please make sure that someone from your new firm submits a [new W9](#) to OPD requesting that the firm be set up as a vendor for one or both counties.
3. You will receive a contract amendment reflecting "dba [your new employer]" on the facesheet. Only you need to sign this amendment. Please sign it and return two originals (if you have a single-county contract) or three originals (if you have a bi-county contract) as soon as possible. Even if you are employed by a law firm, the contract is still in your name and you are fully responsible for it even if compensation will be paid directly to the law firm.
4. Do not close your sole proprietor business account or otherwise impair your ability to receive a check in the name of you as a sole proprietor until we provide you with an email confirming that the Payee Change Process has been completed, a **new vendor in the name of your entity** in either or both counties has been set up **and** that your next check will be issued in the name of your new entity. This process can take from 4-6 weeks depending on meeting schedules and whether or not your contract needs to be amended by both Counties.
5. Until we provide you with an email confirming that the Payee Change Process has been completed, please continue to submit Claims for Compensation listing yourself as the vendor (as a sole proprietor) otherwise the mismatch may delay your compensation.

**Please follow the above instructions, including timing, number of copies and the like carefully since failure to do so will usually cause delays in compensation.**