

# Transmission Customer Name Change

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BPA Transmission Business Practice

**Version 1**  
**9/13/2013**

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## Version 1

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

For more information, visit the [BPA Transmission Business Practices page](#) or submit questions to [techforum@bpa.gov](mailto:techforum@bpa.gov).

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### A. Name Change Process

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

Forms & Documentation:	Required For:
Articles of Incorporation  <b>OR</b> 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>  <b>OR</b> <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).

2. Submit the completed forms and required documentation to the assigned Account Executive using one of the submittal methods listed on the [Becoming a BPA Transmission Services Customer website](#).

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. Register the new name with the following:
  - a. Dun and Bradstreet Number (D-U-N-S Number®) at <http://fedgov.dnb.com/webform>
  - b. North American Energy Standards Board (NAESB) Electric Industry Registry (EIR): <http://www.naesb.org>
  - c. Open Access Technology International, Inc. (OATI) 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.