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**NAME CHANGE PROCEDURES**  
**901 Bagby, B-120, Houston Texas 77002**  
**Phone: (832) 393-8800      Fax: (832) 393-8761**

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**New Vendor Request:**

- New vendors must register at SPD web site: <http://purchasing.houstontx.gov> and may also visit the web site to make any necessary changes to the vendor profile by using the log in email/password click on Company Information to update the vendor record.

**The following documents are needed from the Vendor/City Department Employee for Name Changes:**

**Company Name Change:**

- Signed letter on company letterhead stating company name has changed;
- An up dated W-9 with new company and Tax ID
- Copy of Certification from the State stating Company A has changed to Company B

**Company Merged with another Company:**

- A signed letter on company letterhead stating Company A has merged with Company B and the new name is Company C;
- An updated W-9 with new company and Tax ID;
- Copy of the Merger Agreement stating Company A has merged with Company B and the new name is Company C

**Company Bought out another Company:**

- A signed letter on company letterhead stating Company A bought out Company B and the new name is Company C
- An updated W-9 with new company name and Tax ID
- A copy of the Acquisition Assignment stating Company A bought out Company B and the new name is Company C

If the EIN number is the same as the existing record, the existing record gets changed.

If the EIN number is different from the existing record, the vendor must visit the SPD website <http://purchasing.houstontx.gov> to register the new company. The SPD E-link will generate a notification email with the newly created vendor number. The vendor request is completed upon receiving the Name Change documentation and W9/W8 Form. Please Fax's the W9/W8 to the Vendor's Assistance Desk at (832)393-8761.