



---

**Strategic Procurement (SPD)**  
901 Bagby St. B-400, Houston Texas 77002  
Phone: (832) 393-8800 Fax: (832) 393-8758  
SPD Web Site: <http://purchasing.houstontx.gov>

---

## **SUPPLIER COMPANY NAME CHANGE PROCEDURE**

---

The online process will not allow updates to the company name, Tax I.D. EIN number and Social Security number.

The following documentation is required for a supplier's name change. Please submit documentation to the Supplier Registration Assistance Office at [houstonpurchasing@houstontx.gov](mailto:houstonpurchasing@houstontx.gov).

### **Company Name Change:**

- Signed letter on company letterhead stating Company's name has changed;
- An updated W-9 or W-8 with new Company's name and Tax ID;

### **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 or W-8 with new Company's name and Tax ID;

### **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 or W-8 with new Company's name and Tax ID;

If the Tax I.D. number or Social Security number is the same as the existing vendor record profile, the existing vendor record profile will be updated with the new company name.

If the Tax I.D. number or Social Security number has changed, the company is required to re-register and complete the new supplier registration. Please visit the SPD web site at <http://purchasing.houstontx.gov>; click New Users Create New Account Username and Password. The online process requires a unique email and password per vendor registration and the use of a physical address.