

**\*\*For Clark to update your company information, please review our [Policies](#), complete the following form, attach a W-9 for the new legal entity, and return form to Clark signed by an Officer of the new entity. Attach additional pages if needed. \*\***

Old Information (Entity "A")	New Information (Entity "B")
<input type="checkbox"/> <b>Previous Legal Name/DBA Name</b> _____ <i>(Must match the Employer Identification Number (EIN#))</i>	<input type="checkbox"/> <b>New Legal Name/DBA Name</b> _____ <i>(Must match the Employer Identification Number (EIN#))</i>
<input type="checkbox"/> <b>Previous Legal Address</b> _____ _____ <i>Physical Corporate Address (Must match the OLD W-9)</i>	<input type="checkbox"/> <b>New Legal Address</b> _____ _____ <i>Physical Corporate Address (Must match the OLD W-9)</i>
<input type="checkbox"/> <b>Previous Remittance Address</b> _____ _____	<input type="checkbox"/> <b>New Remittance Address</b> _____ _____
<input type="checkbox"/> <b>Previous Employer Identification Number (EIN# or SSN#)</b> _____	<input type="checkbox"/> <b>New Employer Identification Number (EIN# or SSN#)</b> _____
<input type="checkbox"/> <b>Previous Coupa Contact (Sales Rep. or A/R Contact)</b> _____	<input type="checkbox"/> <b>New Coupa Contact (Sales Rep. or A/R Contact)</b> _____
<input type="checkbox"/> <b>Previous E-mail Remittance Address</b> _____	<input type="checkbox"/> <b>New E-mail Remittance Address</b> _____
<input type="checkbox"/> <b>Old DUNS #</b> _____	<input type="checkbox"/> <b>New DUNS #</b> _____
<input type="checkbox"/> <b>Previous/Existing Small Business status</b> (e.g., Federal, DBE, Local, etc. – please describe) _____ _____	<input type="checkbox"/> <b>New Small Business status</b> (e.g., Federal, DBE, Local, etc. – please describe) _____ _____
<input type="checkbox"/> <b>Previous Payment Terms</b> _____	<input type="checkbox"/> <b>New Payment Terms</b> _____

Please indicate what caused the change in your company's information and/or status (check all that apply):

- Ownership or Senior Management change.
- Acquisition of another company.
- Purchase of another company's assets.
- Sale of your company's assets/equipment/material.
- Merger with another company (or companies); or,
- Consolidation of conglomerates, subsidiaries, or disregarded entities.

**\*\*Please also provide formal documentation, press release, or official statement on company letterhead. \*\***

*I certify, by inserting my name and title below, that the information provided herein is accurate, complete, and correct as of the date of certification.*

Printed Name and Title of Signer: \_\_\_\_\_

Signature (Officer): \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

<p><i>(For Internal Clark use only)</i> Old Business Partner No.: _____</p>	<p><i>(For Internal Clark use only)</i> New Business Partner No.: _____</p>
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