

Customer Name Change

BPA Transmission Business Practice

Version 2

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This business practice describes the process for an existing BPA Customer to notify BPA of a name change.

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

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A. Name Change Process

1. An existing Customer must complete and submit all applicable forms and required documentation, per the table below, to the Customer's assigned Transmission Account Executive using one of the submittal methods listed on the [Becoming a Transmission Customer webpage](#).

Forms & Documentation:	Required For:
Articles of Incorporation OR State-Issued Documentation	All Customers
Transmission Credit Application	All Customers
Transmission Customer Contact Information	All Customers
BPA form 4220.01f, Federal Tax Withholding for Foreign Entities Applied to Payments; and BPA form 4220.01b, New Foreign Vendor Profile Request (both forms are in one attachment under W-8BEN Certificate of Foreign Status). OR Substitute IRS form W9e: Request for Taxpayer Identification Number and Certification ; and BPA form 4220.01ae, New Vendor Profile Request form (both forms are in one attachment).	Customers with a parent company headquartered in a foreign country. Customers headquartered in the United States.
As a federal agency, BPA is required to wire all Customer refunds so these forms must include bank wiring account information.	

2. Register the new name with the following:
 - a. Dun and Bradstreet Number (D-U-N-S Number®) at <https://fedgov.dnb.com/webform>
 - b. North American Energy Standards Board (NAESB) Electric Industry Registry (EIR): <https://www.naesb.org>
 - c. Open Access Technology International, Inc. (OATI) site at <https://www.oasis.oati.com> and click the registration option or contact OATI at (763) 201 - 2000.
3. The Customer's assigned Transmission Account Executive will coordinate with the Customer regarding the necessary amendments or revisions to related Agreements, systems or documents.