

Corporate Reorganization / Name Change Procedure

1. Complete and submit a W9 form with the State of New Jersey, Department of Treasury to obtain a new vendor ID#. If your firm has a main headquarters and several satellite offices, more than one vendor ID# may be required. If the current vendor ID# is associated with a name different from the applicant, the applicant must use this process to change the prior name to the applicant. We cannot process reorganizations without the correct vendor name and vendor ID#

For example: If your firm's main headquarters is in New York, yet payments need to be submitted to the New Jersey office where the work is being performed, a separate vendor ID# is needed for the New Jersey office.

W9 forms are located on the Department of Treasury's website at this location:

<http://www.state.nj.us/treasury/omb/forms/index.shtml>

You must submit the correct vendor ID# (the office where you want your payments sent) to NJDOT Professional Services with the Corporate Reorganization form.

2. Complete and submit the Corporate Reorganization form to NJDOT Professional Services found on NJDOT Professional Services website.
3. Professional Services will send all paperwork to the Deputy Attorney General's (DAG) office for concurrence, and then route within the Department for appropriate signatures. When all signatures are obtained, your firm will get a letter from Professional Services indicating approval.

Notes:

- Do not submit invoices to the NJDOT under the new corporate name until the reorg/name change is approved. NJDOT cannot pay any invoices until approvals and the new vendor ID# are in place.
- Do not submit a Technical Proposal (TP) to Professional Services under the new corporate name until the reorg/name change is approved. Professional Services cannot accept a TP from a firm who is not prequalified.
- If your firm only changes its name, and not a reorganization or merger with another firm, prequalification, CES ratings, and cost basis approval (CBA) remains the same with Professional Services.
- If your firm is part of a reorganization or merger with another firm, the firm's prequalification codes and CES ratings will be merged. You must complete new CBA paperwork due to a change in corporate structure. The CBA procedure is located on the Professional Services website at this location:
<http://www.state.nj.us/transportation/business/procurement/ProfServ/CostBasisApprov.shtm>
- If your firm is not prequalified and acquires a currently prequalified firm, the resulting entity is not considered prequalified and must complete all of the requirements for Prequalification.

