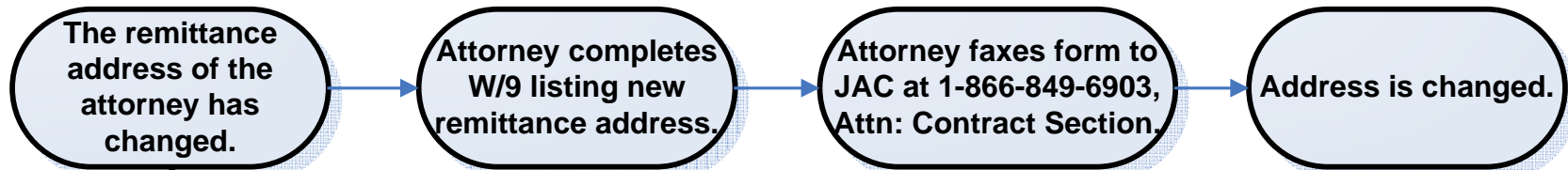


# Changing Vendor ID and/or Addresses

## Scenario 1

### Changing Remittance Address - No New Tax ID



The most current version of the W9 form can be found at [www.irs.gov](http://www.irs.gov) or on the JAC website at [www.justiceadmin.com](http://www.justiceadmin.com)

Until JAC receives an updated W/9, payments will be remitted to the address on file. You may eliminate this problem by arranging for payment through electronic funds transfer rather than mailed warrants.

## Scenario 2

### Changing Remittance Address - With New Tax ID



When changing law firms, in most cases, a new contract needs to be executed because of the change in Tax ID.

Both the contract and W/9 can be found on the JAC website at [www.justiceadmin.com](http://www.justiceadmin.com)

Any pending invoices listing the prior tax ID will be paid to that tax ID at the address on file for it .

# Pending Vouchers Listing Old Tax ID

