



VERIZON WIRELESS HQ NETWORK REAL ESTATE CHANGE OF NAME FORM

This form is to notify Verizon Wireless HQ Network Real Estate of a **Name Change / Business Name Change** for a Landlord / Lessor under an existing lease or similar agreement.

Section 1

Site Name: _____ **Contract Number:** _____

Site Address: _____

By signing below, you the Landlord/Lessor, acknowledge and authorize the new payee(s) noted on this Change of Name Form to receive rent payments for this existing lease or similar agreement.

Signature: _____ **Date:** _____

Print Name: _____

Rent payments will be delayed if form is not properly acknowledged.

Section 2 – Check off the **Name Change** that applies and **provide documentation** to support the change.

- | | |
|---|--|
| <input type="checkbox"/> Name Change Due to Marriage
• Provide a copy of the marriage license | <input type="checkbox"/> Name Change Due to Divorce
• Provide a copy of the divorce decree |
|---|--|

- New **Business Name** - Provide documentation that adequately demonstrates the new business name. Examples include but are not limited to:
- Corporate Resolution
 - Merger Document
 - Secretary of State Documentation

Section 3 - To be completed by all Payees who will be receiving a rent payment for this existing lease or similar agreement. If there is more than one payee, please make copies of this page.

PAYEE 1

Payee Name: _____
Payee Name must match the name on the IRS W9 form

Phone Number: _____ **Email Address:** _____

PAYMENT ADDRESS*	NOTICE ADDRESS <input type="checkbox"/> Check here if same as payment address

*For corporations, if an attention line is used in the **Payment Address**, it cannot contain a specific name. Payments can only be directed to the attention of a department name or department title.

Payment Percentage _____ % If there is only one payee, the percentage should be 100%. If there are multiple payees, all the percentages added together must equal 100%. Do NOT use fractions or decimals.

Payee Signature: _____ **Date:** _____

In addition to providing this form and the required documentation noted above, **EACH payee** will need to submit the following completed forms:

- **IRS W9 Form**
- **HQNRE Electronic Funds (EFT) Form** (only if direct deposit is desired)

Changes will be processed upon receipt of all complete and accurate information requested. It takes at least one full payment cycle for these changes to take effect.

Upon completion, access your Landlord Portal Account and upload; or mail this form to:

Verizon Wireless
Network Real Estate
180 Washington Valley Road
Bedminster, NJ 07921