

Complete form, SIGN, and submit to Accounts payable.

## CHANGE OF ADDRESS FOR A BUSINESS

Return **SIGNED** form to:

**Montana State University  
Accounts Payable  
Nopper Building  
920 Technology Blvd., Suite A  
PO Box 172480  
Bozeman, MT 59717-2480**

*Or email to [accountspayable@montana.edu](mailto:accountspayable@montana.edu)*

**Business Tax Number:**

• \_\_\_\_\_

**Business Name:**

*(Please Print Clearly!)*

• \_\_\_\_\_

**Former Address:**

*(Please Print Clearly!)*

• \_\_\_\_\_

Former Street Address

City

State

Zip Code

Country

**New Address:**

*(Please Print Clearly!)*

• \_\_\_\_\_

New Street Address

City

State

Zip Code

Country

New Phone Number

***I authorize the above change of address to be used by the following type(s) of address(es):***

***Vendor Address (Address printed on Accounts payable checks and 1099s)***

• \_\_\_\_\_

**Signature**

**Date**

\_\_\_\_\_  
**UBS Departmental Representative verifying ID**

\_\_\_\_\_  
**Date**