Purpose

This guide is intended to serve as instructions to help you complete the Provider Change Form to update or change contact information and/or add a suffix to an existing Statewide Vendor (SWV) number.

<table>
<thead>
<tr>
<th>Update or Change Contact Information</th>
<th>Add a Suffix</th>
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<tbody>
<tr>
<td>This can include the following: changing the authorized contact person, “Doing Business As” (DBA) name, phone number, mailing address, email address, or adding an additional business location under the same EIN.</td>
<td>A suffix is needed when a licensed child care business owner wants to use their facility SWV number to receive an individual education or training reimbursement payment.</td>
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Instructions

Step 1:
Download the Provider Change Form.

Step 2:
Follow the instructions to update/change contact information or add a suffix:

Update/Change Contact Information
- Part A: Complete all fields
- Part B:
  - Complete only the fields you need to update or change
  - Select the third box stating “Check this box to change an existing location”

Add a Suffix
- Part A: Complete all fields
- Part B:
  - Complete all fields except for the DBA field
  - Select the third box stating “Check this box to change an existing location”

Step 3:
Email your completed form to dcyf.statewidevendorregistration@dcyf.wa.gov.

Questions?
- For general SWV questions, email dcyf.statewidevendorregistration@dcyf.wa.gov
- To update information in the WA Compass Portal, email dcyf.providerportal@dcyf.wa.gov or call 1-866-627-8929
- To update information in MERIT, email MERIT@dcyf.wa.gov