



Instructions

Fax the completed form to 614-621-3437. If you have questions regarding this form, call 614-728-5550.

Reason for change request

Check all that apply.

- Demographic information has changed (Complete section 1.).
Death of attorney sole owner or closure of business (Attach information as outlined in section 2 of this form.).
Merger/Amalgamation (Attach information as outlined in section 3 of this form.).
Enter BWC representative number(s) involved.

Name/Address/Contact information

Form with fields for BWC rep ID number, Representative name, Old demographic information (Representative name, Street address, Business home, Fax number, Email address), and New demographic information (Representative name, Street address, Business phone, Fax number, Email address).

Information necessary to report death of attorney sole owner or business closure

Section 2: We need a letter that specifically outlines: The request for termination of the attorney client relationship. Written direction from client(s) regarding how they want us to handle their outstanding C-230(s).

Information necessary to report acquisition/merger or purchase/sale

Section 3: We need a letter that specifically outlines: Specific demographic changes requested due to merger/acquisition or purchase/sale. Specific BWC rep ID numbers that should stay active or be terminated. Letter must include how clients were notified of the change. Written direction from client(s) regarding how they want us to handle their outstanding C-230(s).

Signature

I certify the information on this form is true and correct to the best of my knowledge. I understand any person who knowingly makes a false statement, misrepresentation, concealment of fact or any other act of fraud, is subject to criminal prosecution and may, under appropriate criminal provisions, be punished by a fine or imprisonment or both.

Requestor's name, Title, Phone number, Date