



DEALER INFORMATION CHANGE REQUEST FORM

DEALER #:

DEALER NAME:

Please return this form via e-mail to your assigned Inside Sales Representative:

BILLING/MAILING INFORMATION (See *A below):

Address:

City/State/Zip:

Phone:

Fax:

Tax ID #:

E-Invoice E-Mail:

GENERAC USE ONLY:	
Payer:	<input type="text"/>
WF Payer:	<input type="text"/>
Bill-to:	<input type="text"/>
WF Bill-to:	<input type="text"/>
Vendor:	<input type="text"/>

PHYSICAL FACILITY LOCATION (Can not be a PO Box)

Address:

City/State/Zip:

Phone:

Fax:

Primary account E-Mail:

GENERAC USE ONLY:	
Sold-to:	<input type="text"/>
Vendor:	<input type="text"/>

DEFAULT SHIPPING INFORMATION (See *B):

Business Name:

Address:

City/State/Zip:

Phone:

GENERAC USE ONLY:	
Ship-to:	<input type="text"/>
Drop Ship:	<input type="text"/>
<small>(Drop ship partner should only update phone number, no other information to be updated.)</small>	

DEALER LOCATOR INFORMATION (on www.generac.com):

Business Name (See *C):

Address:

City/State/Zip:

Phone:

Fax:

Link to website:

Lead notification E-Mail (*D):

GENERAC USE ONLY:	
Partner:	<input type="text"/>
Partner:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

- (*A) Current W-9 (taxpayer ID) form must be submitted with this form for any service dealer changing billing information. New W-9 submitted must have same taxpayer ID number as is currently on file with Generac.
- (*B) Can not be a PO Box. Update to shipping information does not change shipping address allowed for orders on Wells Fargo dealer financing program. Generac needs written confirmation from Wells Fargo before any change can be made to shipping address for orders placed on Wells Fargo financing.
- (*C) If the dealer wants to use a name that is different than what is on the dealer's Buy/Sell Agreement in any way, the dealer would need to have a legally registered DBA and provide documentation of registration with home state along with this form
- (*D) Lead notification e-mail address is only used for non-PowerPlay leads. The e-mail address used for notification of PowerPlay leads must be changed by the dealer in the Dealer Connection web portal. ("SALES" > "POWERPLAY" > "DEALER INFO" > "Contact Email")

KEY CONTACTS (E-mail addresses used by Marketing for notifications):

	Name	E-mail Address	Function
1>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature

Print name/Title

Date

Updates to information typically take at least 48 hours to be completed.