

# CONTRACTOR ACTION REQUEST - CHANGE OF NAME/ADDRESS - ASSIGNMENT OF CONTRACT MONIES

CEM-1202 (NEW 10/2005)

DATE OF REQUEST: \_\_\_\_\_

**INSTRUCTIONS**

- One form per contract
- To change the contractor's name, as shown on the contract, fill out Section 1, 2 and 5.
- To change the contractor's address, as shown on the contract, fill out Sections 1, 3 and 5.
- To assign contract "Monies" to another contractor, fill out sections 1, 4 & 5.

**NOTES**

- All transactions require original signatures.
- Signature of contractor, and signature and stamp of notary public must be acknowledged here or as an attachment.

<b>SECTION 1</b>	<b>CONTRACT INFORMATION (As Per Contract)</b>		<b>SECTION 2</b>	<b>NAME CHANGE</b>	
	<b>Contract Number:</b>			<b>New Name:</b>	
	<b>Contractor's Name:</b>		<b>SECTION 3</b>	<b>ADDRESS CHANGE</b>	
	<b>Mailing Address:</b>			<b>New Address:</b>	
	<b>Telephone:</b>			<b>Telephone:</b>	
<b>FAX:</b>		<b>FAX:</b>			

<b>ASSIGNMENT of MONIES (Standard Specifications, Section 8-1.02)</b>				
<b>SECTION 4</b>	<b>Assignee:</b>		<b>Assignee's Representative</b>	
	<b>Address:</b>		<b>Name:</b>	
	<b>Telephone:</b>		<b>Title:</b>	
	<b>FAX:</b>		<b>Telephone:</b>	
			<b>FAX:</b>	

<b>SECTION 5</b>	I certify that the above information has been reviewed and determined to be complete and accurate. Both Assignor and Assignee have been verbally contacted to confirm validity of the requested action.		Notary Public's Signature and Stamp	
	_____ <i>Contractor's Signature</i>	_____ <i>Date</i>	_____ <i>Notary Public's Signature</i>	_____ <i>Date</i>

-For Department use only-

<p><b>RESIDENT ENGINEER AUTHORIZATION</b></p> <p>I certify the changes to be complete and accurate and confirmation completed. Approval is given for the requested changes.</p>  <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Resident Engineer's Signature</i>                      <i>Date</i></p>	<p><b>Division of Construction Field Coordinator's Concurrence</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Division of Construction Field Coordinator's Signature</i>                      <i>Date</i></p> <hr/> <p><b>Contract Administration System Updated</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Division of Construction Progress Pay Coordinator's Signature</i>                      <i>Date</i></p>
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## **CONTRACTOR ACTION REQUEST - Change of Name/Address - Assignment of Contract Monies**

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### **Approval Procedures**

1. The contractor must submit one Form CEM-1202, "Contractor Action Request - Change of Name, Address - Assignment of Contract Monies" per job to the resident engineer.
2. Upon receipt of the CEM-1202, the resident engineer or delegate reviews the form for completeness of the following information, as applicable:
  - Contract number
  - Current name, address and telephone number of the contractor
  - For a name change, the new name of the contractor
  - For an address change, the new address and telephone number
  - Name, address, telephone number and signature of contractor
  - Signature and stamp of a Notary Public verifying the signature of the contractor (or attach a notarized document)
  - Name, address and telephone number of assignee and assignee representative

3. If the resident engineer or delegate determines that the form is complete, the information is verbally confirmed by calling the contractor and the assignee, as applicable.

**NOTE:** In the case of a name change, the contractor's bonding, insurance and licensing status should be verified to ensure the entity continues to maintain appropriate bonding, insurance and licensing requirements.

4. If the CEM-1202 form is incomplete, the resident engineer returns it to the contractor with a written explanation of the deficiencies.
5. Upon verification of the information, the form is signed by the resident engineer and faxed to the appropriate Division of Construction field coordinator (coordinator) for approval. The coordinator conducts a quality assurance review in coordination with the resident engineer, and upon concurrence, signs and forwards a copy of the form to the Division of Construction progress pay coordinator to update the system. The original form and documentation are retained at the district.
6. The Division of Construction progress pay coordinator enters the new information into the CAS database and forwards a copy of the form to the Division of Accounting. The Division of Construction progress pay coordinator may perform an independent assurance verification of requested change. This independent assurance process may involve contacting the assignor, assignee or surety for information validation.
7. Any questions concerning Form CEM-1202 should be referred to the project's resident engineer.