

**Purpose**

Identify the steps to follow if a WIC vendor has a change in store name and/or address

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**Outline of Process**

- A. Notify the State Agency of any change in store ownership. The current agreement ends upon a change in ownership.
1. Confirm the change in ownership with the retailer with a phone call and the effective date of the change in ownership.
  2. The local agency vendor manager will secure the signatures of the individual with legal authority to obligate the vendor and of the individual for the local WIC agency. If possible, it is recommended to have the individuals who originally signed the agreement to sign the addendum also.
  3. One copy of the addendum is given to the vendor to attach to their current agreement, one copy is retained by the local agency vendor manager to attach to their current agreement, and the third copy is sent to the state WIC office to attach to their current agreement.
  4. Make the change in name and/or address in the WIC computer system. Please refer to the Vendor Processing User's Guide, pages 2-10 through 2-12, for additional information.