

SC Certification and Maintenance Name Change Form

A name change affects various systems throughout the CAISO in addition to the contractual agreement. This document and form describes the process to change an SC company name.

Note: The bank account funds transfer needs to be tested only if the bank account information is changed in addition to the name change.

1. **SC** - Notify your Client Representative or SCRequests@caiso.com and regulatorycontracts@caiso.com of intent to change name at least 60 days prior to effective date of change via email
2. **SC** - Indicate reason for name change and company structure changes in an email to the client representative
3. **CAISO** - ISO Contracts and Legal departments will coordinate the requirements for the changes on the agreements and will issue new agreements upon Legal's approval of the name change documentation
4. **SC** - Complete the Name Change form - once new agreements are issued, this form is used to update the ISO systems AFTER the name has been changed on the agreements
5. **SC** - Submit name change form via CIDI for processing. If you do not have access to CIDI, please reach out to your UAA or email SCRequests@caiso.com for additional assistance. Effective date must be 10 business days from date of submission
6. **SC** - An Electronic Funds Transfer form MUST be completed in addition to the Name Change form ONLY if the banking information is changed as well - this electronic funds transfer test will take 10 business days to complete
7. **CAISO** - Process forms to update Master File and settlement systems

Check this box if address is current and skip CURRENT section

CURRENT Address Details

CURRENT Legal Address:

CURRENT City:

CURRENT State:

CURRENT ZIP:

Contact Name:

Phone:

Email:

NEW Full Legal Company Name

Effective Date:

NEW Legal Company Name:

DUNS Number:

NEW Legal Address:

NEW City:

NEW State:

NEW ZIP:

Contact Name:

Phone:

Email:

Indicate all SCIDs affected by the name change:

SCID:

SCID:

SCID:

Is bank account information changing?

Yes - complete a Electronic Funds Transfer (EFT) form and follow the EFT procedure

EFT Form: <https://www.caiso.com/Documents/ElectronicFundsTransfer-BankAccountChangeForm.pdf>

EFT Procedure: <https://www.caiso.com/Documents/ElectronicFundsTransferProcedure.pdf>

No - no further actions required

Note: Please submit form at least 10 business prior to the anticipated effective date you wish to have this change reflected in Master File.