

**Benton County
Office of Public Defense
Contact Change Form**

For Public Defense Contract Vendors

Your contract address and contact information is used both for mailing contract compensation and for contract notices. Please use this form if you wish to change your contact information.

Please tell us about your contract

Contract Number	Contract Holder Name
Date of Contract	

Please tell us about your desired change (please put "N/A" in any box that doesn't apply)

New Address	New Phone
New Email address	Effective date of change (if left blank will be processed immediately)

By signing below I request the changes to my contractual contact information as detailed above. I understand that this information will be used for contract notifications and I agree to accept notices at such address and email address.

Contract Holder Signature

Date

Completed by: _____

Benton County Office of Public Defense
7122 W Okanogan Pl, Bldg A
Kennewick, WA 99336