Washington State Department of Labor & Industries

Out of Country Provider Account Change Form

Provider Accounts & Credentialing
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United States of America

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Questions? Email PacMail@Lni.wa.gov

For L&I Use Only – Provider Account #

1. Account Information (Required)

Provider/Business/Facility Name	Email Address
L&I Provider Account Number	L&I Group Account Number

2. Change the Name on My Account(s): If you are changing the name of the individual, then you must attach documentation: medical license, certification, marriage license, divorce decree, or court order. You do not need documentation to change your business name.

Previous Provider/Business/Facility Name	New Provider/Business/Facility Name

3. Change the Address of My Office's Location: Include country code with the phone and fax numbers.

Old Location			**New Location** (This address cannot be a PO Box)		
Address			Address		
City	State	ZIP	City	State	ZIP
Country			Country		
Phone Number	Fax Number		Phone Number	Fax Number	

4. Change My Payment Address: Include country code with the phone and fax numbers. To change this address you must submit these additional forms with the Change Form:

- Out of Country Statewide Payee Registration form **and**
  - W-8BEN form (**individual providers only**) **or**
  - W-8BENE form (**hospitals, facilities or clinics who receive payment**).

Old Payment Address			**New Payment Address** (PO Box accepted)		
Address			Address		
City	State	ZIP	City	State	ZIP
Country			Country		
Phone Number	Fax Number		Phone Number	Fax Number	

5. Change My Correspondence Address: Include country code with the phone and fax numbers.

Old Correspondence Address			**New Correspondence Address** (PO Box accepted)		
Address			Address		
City	State	ZIP	City	State	ZIP
Country			Country		
Phone Number	Fax Number		Phone Number	Fax Number	

6. Inactivate My Provider Account

L&I Provider Account Number	Provider/Business/Facility Name	Effective Date
Reason:		

7. I authorize this change by signing below: (Required)

Signature	Phone Number	Date

RESET