



**INSTRUCTIONS FOR COMPLETING FORM GS-6A  
CHANGES TO THE EQUIPMENT / INTANGIBLE ASSET RECORD**

(REV 6/28/04)

- (1) Enter the **current** Bar # or Tag# on the property (maximum 9 digits)
- (2) Enter the **current** Owner Title location (4 digits)
- (3) Enter the **current** description of the item, such as, serial, license, or model #, or branch name.
- (4) Enter the **reason** why you need to change box (1) Property #, or (2) Owner Title Location, or (3) Description.
- (5) Enter the **new Property #** if the current one needs to be changed. If not, please indicate N/A.
- (6) Enter the **new Owner Title location** if the current one needs to be changed. If not, please indicate N/A.
- (7) Enter the **new description** if the current one needs to be changed. If not, please indicate N/A.