

# CMAS Contractor Address or Contact Name Change

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**Address or Contact Person Change**

Complete this form and submit it to CMAS if your company address or CMAS contract person has changed from your original submission.

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**Contractor Distributes Change**

For changes to a Contractor's contact person, phone number, E-mail, etc, the CMAS Unit will update the CMAS database. This information will be published at the CMAS website and used for distribution of all CMAS correspondence. The Contractor is responsible for distributing the new contact name, phone number, etc. when the contract is requested by agencies.

For changes to a Contractor's address, a contract supplement will be issued by the CMAS Unit.

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**Where to Send Form**

Department of General Services  
Procurement Division – CMAS Unit  
Attention: Application Processing  
PO Box 989052, MS #2-202  
West Sacramento, CA 95798-9052

Fax: (916) 375-4663  
Email: [cmas@dgs.ca.gov](mailto:cmas@dgs.ca.gov)

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<b>CHANGE CMAS CONTACT INFORMATION AS SHOWN BELOW</b>
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Contractor (Company) Name: \_\_\_\_\_

CMAS Contract Number(s): \_\_\_\_\_

CMAS Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Person Requesting Change (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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