



## Request to Change Principal

This form should only be used if the current principal is allowing the new principal access to all inventory, customers, and deal records inside of Dealer Center. This is not an official court document and designed for Nowcom’s internal use only. All other ownership/principal changes that do not have permission from the current principal need to be setup as a new account.

This form must be filled out completely and signed by the current and new principal. All requests will be reviewed and approved on a case by case basis.

Nowcom Code: \_\_\_\_\_ Westlake Code: \_\_\_\_\_

Company Name: \_\_\_\_\_ DBA: \_\_\_\_\_

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

City, State & Zip: \_\_\_\_\_

Current Principal Name: \_\_\_\_\_ Last 4 of SSN: \_\_\_\_\_

Dealer License Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

### **New Principal Information**

Name: \_\_\_\_\_ is Franchise? (Y/N) \_\_\_\_\_

Email: \_\_\_\_\_ SSN: (if not Franchise) \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Signing below is acknowledgement from both principals that all information on this form is correct.

**This form also acts as consent from the new principal regarding any outstanding balances (if any). The new principal is also responsible for creating any additional user ids. (Refer to your Nowcom rep for details on adding or deactivating user id/passwords)**

Current Principal: \_\_\_\_\_ Date: \_\_\_\_\_

New Principal: \_\_\_\_\_ Date: \_\_\_\_\_