



**Markel Claims Vendor Management Office**  
**Vendor Requests**

## VENDOR INFORMATION CHANGE REQUEST

The Claims Vendor Management Office (CVMO) needs to ensure that all vendor records are current, including firm names, approved attorneys, points of contact, tax identification numbers (TIN), addresses, new office locations, areas of specialties, web addresses, and timekeeper titles.

<b>Guidelines</b>	<ul style="list-style-type: none"><li>All requests must be submitted on the Add to Panel Request form found on the <a href="#">Claims Vendor Services</a> page.</li></ul>
<b>Instructions for Vendor</b>	<ul style="list-style-type: none"><li>Go to our <a href="#">Claims Vendor Services</a> page and complete the vendor information change request form.</li><li>TIN or firm name changes require an updated W9 be submitted to <a href="mailto:claimsvmo@markelcorp.com">claimsvmo@markelcorp.com</a>.</li><li>A copy of the attorney's license is required and must be submitted to <a href="mailto:claimsvmo@markelcorp.com">claimsvmo@markelcorp.com</a> for:<ul style="list-style-type: none"><li>Newly hired/assigned attorneys handling Markel matters and/or</li><li>Timekeeper title change from paralegal to attorney/associate/partner.</li></ul></li></ul>
<b>CVMO Process</b>	<ul style="list-style-type: none"><li>The CVMO will review all requests.</li><li>The CVMO will notify appropriate parties when change is completed.</li><li>All changes will be entered into the Markel Claims vendor management and billing systems.</li></ul>
<b>Additional Information:</b>	All questions and concerns must be directed to the CVMO at <a href="mailto:claimsvmo@markelcorp.com">claimsvmo@markelcorp.com</a> .
Author/Document Owner: CVMO	<b>Edition Date:</b> 02/01/2017