



**VERIZON WIRELESS HQ NETWORK REAL ESTATE  
PAYMENT DIRECTION FORM**

This form is to notify Verizon Wireless HQ Network Real Estate of a payee change under an existing Lease or similar agreement. If the change is due to marriage, divorce, or business name change please provide the legal documentation that supports the change.

**Section 1**

<b>Name of Landlord/Lessor:</b> (as it appears on the Lease) _____	
<b>Site Name:</b> _____	<b>Contract Number:</b> _____
<b>Site Address:</b> _____	
By signing below, you the Landlord/Lessor, acknowledge and authorize the following payee(s) to receive rent payments for this existing lease or similar agreement.	
Signature: _____	Date: _____

**Section 2 - To be completed by all Payees** who will be receiving a rent payment for this existing lease or similar agreement. If there is more than one payee, make a copy of this page.

<b>PAYEE 1</b>	
<b>Payee Name:</b> _____ Payee Name must match the name on the IRS W9 form	
<b>Phone Number:</b> _____	<b>Email Address:</b> _____
<b>PAYMENT ADDRESS*</b>	<b>NOTICE ADDRESS</b> <input type="checkbox"/> Check here if same as payment address
<small>*For corporations, if an attention line is used in the <b>Payment Address</b>, it cannot contain a specific name. Payments can only be directed to the attention of a department name or department title.</small>	
<b>Payment Percentage</b> _____ % If there is only one payee, the percentage should be 100%. If there are multiple payees, all the percentages added together must equal 100%. Do NOT use fractions or decimals.	
<b>Payee Signature:</b> _____	<b>Date:</b> _____

For any **NEW** payee(s) who will be receiving a rent payment, we also require the following forms:

- **IRS W9 Form**
- **HQNRE Electronic Funds (EFT) Form** (if direct deposit is desired)

Changes will be processed upon receipt of all complete and accurate information requested. *It takes at least one full payment cycle for these changes to take effect.*

Please submit this form via the Network Real Estate Landlord Portal. If you are unable to submit through the tool, then you may send via USPS Certified Mail or traceable carrier to:

**Verizon Wireless  
Attn: Network Real Estate  
180 Washington Valley Road  
Bedminster, NJ 07921**

If you have any questions about this form, please call the Verizon Wireless Network Real Estate toll-free Landlord hotline: 866-862-4404.