



## GS1 US GTIN Release Letter

Use this form to initiate a transfer of a GS1 US® GTIN® licensed by GS1 US, Inc., in the event of a merger, acquisition, or divestiture of your company. Complete and return this letter along with the completed GS1 US GTIN Transfer Request Form and applicable supporting documents to GS1 US. There are no fees associated with transferring a GS1 US GTIN. If you have any questions or concerns, please contact [dmaintenance@gs1us.org](mailto:dmaintenance@gs1us.org). This release letter is only to be used for a licensed GS1 US GTIN(s) that is not associated with a licensed GS1 Company Prefix.

Step	Instructions
1	Complete the GS1 US GTIN Transfer Request Form. The form can be obtained at <a href="http://www.gs1us.org/mergers">www.gs1us.org/mergers</a> .
2	Complete the GS1 US GTIN Release Letter on the next page by filling in the fields. Any modifications to this letter may result in a denial of your request.
3	Email the signed GS1 US GTIN Release Letter along with the GS1 US GTIN Transfer Request Form to the GS1 US Data Maintenance Team at <a href="mailto:dmaintenance@gs1us.org">dmaintenance@gs1us.org</a> . While submitting this letter along with the GS1 US GTIN Transfer Request Form and applicable supporting documents starts the process, it does not guarantee the completion of the process.
4	Be sure to use full legal company names when filling out the letter. <b>Refrain from the use of DBA</b> (doing business as), assumed company name, or fictitious company name.
5	GS1 US initially reviews the forms and documentation provided within three business days. Each request is unique and in some cases may take additional time to review.

**To continue, please complete the GS1 US GTIN Release Letter on the next page.**

Today's Date:

GS1 US, Inc.  
Attn: Data Maintenance  
7887 Washington Village Dr., Ste. 300  
Dayton, OH 45459

This letter is to confirm that on

Effective Date of Sale:

Seller/Member Company Full Legal Name:  
("Company") sold the assets of Company to

Purchaser Company Full Legal Name:  
("Purchaser Company")

Accordingly, Company agrees to transfer the following GS1 US® GTIN(s) licensed by GS1 US, Inc. ("GTIN(s)")  
to Purchaser Company:

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{GS1 US GTIN(s)}

Company relinquishes the rights to the above GS1 US GTIN(s) in its/their entirety to Purchaser Company and does not intend to  
use the GS1 US GTIN(s) with any Company-related product(s) as of

Effective Date of Sale:

I am sending this to you as

Title:

of Seller/Member Company Full Legal Name:

As a duly authorized officer of the Company, I am authorized to execute this letter on its behalf. If you have any questions or  
concerns, please contact me.

Regards,

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Signature

Full Name:

Title:

Seller/Member Company Full Legal Name:

Email Address:

Phone Number: