

GROUP NAME CHANGE PROTOCOL

Group Number(s)	
Current Group Name	
Requested Group Name	

INSTRUCTIONS:

Complete Section 1 if the ownership or business type **has not changed**. This includes no acquisition, additional location, or change in employees.

Complete Section 2 if any of the following applies **sale** of business, **new** ownership, **new** business entity, **merging** with another business entity, becoming a subsidiary, or sale of assets and liabilities.

SECTION 1

Provide **All** the following required documentation if there has been **no change in ownership** or **no change in business type**:

1. Signed, dated letter from the business owner on company letterhead stating that the business name has changed but the ownership or Type of business entity remains the same.
2. Copy of the Fictitious Business Name Statement and/or Amendment to Articles of Incorporation.
(to ensure correct company name and verify owners/partners).

SECTION 2

Provide **All** the required documentation for the following: new ownership, new business entity, merger, becoming a subsidiary, sale of assets and liabilities:

1. Signed, dated letter from the new business owner on company Letterheads explaining in detail the change that has occurred.
2. Amendment of Articles of Incorporation, LLP, LLC, fictitious business name Statement and any Amendments filed.
3. Copy of new Employer Identification Number *(verify new business entity)*
4. Most recent DE6 and/or Payroll Register in new business name.
(to ensure coverage of existing employees).
5. Applications/Refusal of Coverage for all new employees.
6. Updated Master Application *(to ensure correct business name and business ownership for the new contract).*

***This checklist must be returned with required documents.
Incomplete information may result in delay and/or possible declination of your request.**