

# Name Change Checklist

CRD Rep. \_\_\_\_\_

Submission date: \_\_\_\_\_

Current Group Name: \_\_\_\_\_

New Group Name: \_\_\_\_\_

Group Code: \_\_\_\_\_

Renewal date: \_\_\_\_\_

## Letter from the group must include the following:

- Must be on company's letterhead and signed by the company  
(a letter from the broker will not be accepted)
- Old and new group name
- Group code
- Any relevant dates (e.g., date of the name change, merger, etc.)
- Any demographic changes (e.g., address, number of employees, etc.)
- Reason for the name change:
  - Change the type of entity (e.g., Inc., LLC, LLP, S Corp., etc.)
  - A better reflection of business nature
  - Simple ownership change  
(if true, the group must submit a new Employer Group Application)

## The following reasons may require additional documents/information from the group:

- Change of ownership due to merger/acquisition
- Add/delete partner(s)
- Merge with another company
- Acquisition of another company
- Other \_\_\_\_\_

- Sales sign off (everything above is completed & verified and the letter with all the required information is attached)
- Underwriting sign off (update BMS and forward copies to CRD Rep. and MAS)

Notes: \_\_\_\_\_

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