

GROUP NAME/STRUCTURE CHANGE FORM 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.**