

CHANGING THE DBA OR ENTITY NAME – SAME OWNERS

What do you do if you want to change your entity name or “doing business as” (DBA) name?

Sometimes a business may want to rebrand its business name or update an old LLC for tax purposes, etc.



**KEEP CALM
AND
CALL YOUR
COMPLIANCE SPECIALIST**

First - contact your compliance specialist.

Then, your compliance specialist will need the following documents to update your file and issue the updated license:

- If the entity is changing, provide a copy of the new or updated articles filed with the Department of Commerce
- If the business name is changing, the DBA should be registered with the Department of Commerce. Then provide the new DBA documents.
- Provide a copy of the new business license showing the updated information.
- Provide a new ACORD certificate of liquor liability insurance with the updated information.
- Provide a new bond or a bond rider to show the updated information.

