



TEXAS DEPARTMENT OF INSURANCE

Financial Regulation Division - Company Licensing and Registration (103-CL)
333 Guadalupe, Austin, Texas 78701 ★ PO Box 149104, Austin, Texas 78714-9104
(512) 676-6400 | F: (512) 490-1035 | (866) 554-4926 | TDI.texas.gov | @TexasTDI

CHECKLIST FOR ADMINISTRATOR (TPA) NAME CHANGE (aka LHL177)

CURRENT TPA NAME: _____

CURRENT DBA: _____

CHANGING TO: _____

NEW DBA: _____

REASON FOR NAME CHANGE:

MERGER SALE/PURCHASE REORGANIZATION OTHER

TEXAS TPA LICENSE NUMBER _____

- OFFICERS AND DIRECTORS PAGE (FIN306) - If any changes have occurred
- BIOGRAPHICAL AFFIDAVIT (FIN484) - for any new officer or director
- FAST FINGERPRINT PASS WITH TCN NUMBER - for each new officer or director that has not previously filed
- EVIDENCE OF FIDELITY BOND IN NEW NAME
- SERVICE OF PROCESS (FIN485) *foreign corporations only* – completed with new name
- AMENDED ARTICLES OF INCORPORATION/ORGANIZATION - Certified by Secretary of State in the TPA’s state of domicile
- COPY OF REGISTRATION OF THE NAME AND/OR DBA CHANGE AS FILED WITH THE TEXAS SECRETARY OF STATE - not applicable if Texas corporation
- AMENDED BY-LAWS/OPERATING AGREEMENT – submit board resolution and/or amended by-laws (operating agreement) approving name change certified by corporate Secretary/Member or Manager