

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 or UCAA Form 11) - for any new officer or director

- FINGERPRINT RECEIPT - 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

 Email filing to CLRFilings@tdi.texas.gov

▶ Questions?

Email us at CompanyLicense@tdi.texas.gov or call 512-676-6365.