

## **FACILITY'S NAME CHANGE LEGAL ENTITY**

Dear Provider:

To change legal entity and “doing business as” (dba) names submit the following information and/or documentation. This is for a change in a legal entity name due to a change from and LLC to a Corporation, tax purposes or other legal reasons. This is not for a change in ownership. If change of ownership occurred the facility would be required to complete a change of ownership application.

### **A letter on your agency's letterhead to include the following:**

- The agency's license number. The number is located on agency's license.
- The previous legal entity name and “doing business as” (dba) name of your agency and EIN number.
- The new legal entity name and “doing business as” (dba) name of your agency and EIN number
- Include a narrative of events (example below).
  - Why the agency changed their legal entity name and EIN number.
  - Include name of owners/officers and titles
- Effective date of the change.
- Signature of administrator on the letter (the name must be on record with the Department).

### **An applicable document from the Indiana Secretary of State (SOS).**

- If the “doing business as” (dba) name is different from the corporation (owner) name, then must submit “Certificate of Assumed Business Name” signed by the Indiana Secretary of State.

- Submit the actual document from the Secretary of State (SOS) to the Department not the request to the Indiana Secretary of State to register a “doing business as” (dba) name.

**Internal Revenue Services (IRS) document**

- Submit applicable document **from the INTERNAL REVENUE SERVICES** that reflects the legal entity name and EIN number.

Once the above mentioned documents are submitted and approved, the Department will update our database to reflect the changes and send a confirmation letter to the agency.

Submit change request to:

Kelly Hemmelgarn  
Program Director, Acute Care  
Indiana State Department of Health  
Acute Care Division  
2 N Meridian St., Section 4A 07  
Indianapolis, IN 46204