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 an 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