

Facility's Name Change: Legal Entity



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 facility's letterhead to include the following:

1. The facility's certificate of registration number. The number is located on the facility's certificate of registration.
2. The previous legal entity name and doing business as” name of your facility and EIN number.
3. The new legal entity name and doing business as” name of your facility and EIN number.
4. Include a narrative of events (example below). a. Why the facility changed their legal entity name. b. The owners/officers remain the same
5. Effective date of the change.
6. Signature of manager or owner on the letter (**the name must be on record with the Department**).

Indiana Secretary of State (SOS) document

1. If the “doing business as” (dba) name is different from the legal entity (owner) name, then you must submit “Certificate of a. Assumed Business Name” signed by the Indiana Secretary of State.
2. 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

1. Submit applicable document **from the Internal Revenue Services** that reflects the legal entity name and EIN number.

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

Submit change request to:

Bobbie Nelson, Program Director
Division of Home and Community Based Care
2 N. Meridian St., Section 4A 07
Indianapolis, Indiana 46204