

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

CHANGE OF CORPORATE NAME

- Monetary Transmittal Form -<http://www.mass.gov/abcc>
- A Certificate of Good Standing - issued through the Department of Revenue (https://mtc.dor.state.ma.us/mtc/_/#1)
- A Certificate of Compliance – issued through the Department of Unemployment <https://www.mass.gov/service-details/certificate-of-compliance-good-standing-from-department-of-unemployment-assistance>
- Change of Corporate Name Application- <http://www.mass.gov/abcc>
- Business Structure Documents
If Proposed Licensee is applying as:
 - *A Corporation or LLC - Articles of Organization from the Secretary of the Commonwealth
 - * A Partnership - Partnership Agreement
 - *Sole Proprietor - Business Certificate
- Vote of Corporate Board (Include a vote to apply for a change in corporate name, signed by an authorized signatory for the entity)
- Application MUST be filed in Duplicate.
- \$200.00 Filing Fee to be paid on-line at www.mass.gov/abcc
- A \$ 200.00 Filing Fee in a Check or Money Order Made Payable to the City of Chicopee.

PLEASE NOTE: HANDWRITTEN APPLICATIONS ARE NO LONGER ACCEPTED