PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

CHANGE IN OFFICERS/DIRECTORS/LLC MANAGER

☐ Transmittal Form - 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 in Officer/Directors Application - www.mass.gov/abcc

☐ CORI Authorization Form -for all officers/directors./LLC managers/LLC Members who have ownership*
This form must be notarized with a stamp or raised seal.*

☐ Vote of the Corporate Board

☐ Business Structure Documents

*If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth

*If partnership, Partnership Agreement

*If Sole Proprietor, Business Certificate

☐ Supporting Financial Records (For all financing and or loans, including pledge documents, if applicable.)

☐ Statement of Change to Articles of Organization: *Please ensure to update your officers/directors simultaneously or PRIOR to applying for a change. It will be returned with no action taken if the officers /directors do not match ABCC records.*

☐ Tax Affidavit, All State and Local Taxes MUST be paid.

☐ $200.00 Filing Fee to be paid on-line at www.mass.gov/abcc

☐ $ 200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.

☐ Application MUST be filed in Duplicate.

* Officers/Directors of non-profit clubs with no ownership do not need to fill out CORI applications