

**PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:**

***CHANGE OF MANAGER***

- A Certificate of Good Standing - issued through the Department of Revenue ([https://mtc.dor.state.ma.us/mtc/\\_/#1](https://mtc.dor.state.ma.us/mtc/_/#1))
- Monetary Transmittal Form - [www.mass.gov/abcc](http://www.mass.gov/abcc)
- Change of Manager Application - [www.mass.gov/abcc](http://www.mass.gov/abcc)
- Cori Authorization Form - [www.mass.gov/abcc](http://www.mass.gov/abcc)  
Complete one for the proposed manager of record. This form must be notarized with a stamp or raised seal.\*
- Proof of Citizenship - Passport, Birth Certificate, Voter Registration, Naturalization Papers
- Vote of the Corporate Board  
Include a vote appointing the manager of record, signed by an authorized signatory for the entity.
- Tax Affidavit, ALL State and Local Taxes MUST be paid.
- City of Chicopee Criminal Record Check on all applicants. (All applicants MUST complete the city CORI Form and bring the Form to this office A.S.A.P. with a government issued photographic identification, this office will obtain Record if any). Please note - manager must have TIPs certification prior to approval
- Application MUST be filed in Duplicate.
- \$200.00 Filing Fee to be paid on-line at [www.mass.gov/abcc](http://www.mass.gov/abcc)
- \$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