



# Name Change Document Checklist

## **Name Change Due to Marriage or Divorce**

- Copy of marriage certificate showing new name **or** divorce decree reinstating maiden name
- Completed W-9 in new / married or maiden name
- Owner Contact Form

## **Name Change Due to Legal Name Change**

- Copy of the court order authorizing name change
- Completed W-9 reflecting name on court order
- Owner Contact Form

## **Name Correction Due to Spelling Error (Only required when documents on file are incorrect)**

- Signed letter or email from owner stating the correct spelling
- Copy of driver's license showing correct name
- Completed W-9 with correct name
- Owner Contact Form

## **Name Change Due to Corporate Merger or Entity Name Change**

- Official documentation from the Secretary of State or other governing agency confirming the merger or name change
- Completed W-9 for new / surviving company
- Owner Contact Form