

Facility Name Change: Legal Entity



To change the legal entity and “doing business as” (dba) names* submit the following information and/or documentation:

1. A letter on your agency’s letterhead to include the following:

- a. The agency’s license number. The number is located on the agency’s license.
- b. The previous legal entity name and “doing business as” (dba) name of your agency and EIN number.
- c. The new legal entity name and “doing business as” (dba) name of your agency and EIN number.
- d. Include a narrative of events (example below).
 - i. Effective date and why the agency changed their legal name and EIN number.
 - ii. Include name of owners/officers and titles
- e. Effective date of the change.
- f. Signature of manager or owner on the letter (the name must be on record with the Department).

2. Indiana Secretary of State (SOS) document.

- a. To change the entity’s legal name, the provider must submit a certified copy of a Certificate of Amendment from the IN Secretary of State’s office.
- b. If the “doing business as” (dba) name is different from the legal entity (owner) name, you must submit a “Certificate of Assumed Business Name” signed by the Indiana Secretary of State’s office.

3. Internal Revenue Services (IRS) document

- a. Submit applicable document from the Internal Revenue Service that reflects the legal entity’s 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 agency.

Submit change request to:

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

* 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.