



Change of Name Form

- For businesses changing their corporate or trade name (Doing Business As)

If your business is one of the following types, you need to contact the Secretary of State's Office to register the new business name. (Phone: 803-734-2158; website: www.scsos.com.)

- Corporation (S or C Corp)
- Limited Liability Partnership (LLP)
- Limited Liability Corporation (LLC)
- Limited Partnership (LP)

Once the new name is registered, provide approval documentation of the new name *with this form* to the Business Service Center to complete the name change in the system.

- If your business is a Sole Proprietorship (an individual), please complete this form. If the new name is already in the business license database, another name will need to be chosen.
- In all cases, the business name must be exactly the same as on the state income tax return.

Business Information

1. Business Ownership: Sole Proprietor LLC LLP LP Corporation
2. **Current** Business Name _____
3. **Current** business name seen by public _____
4. Business License #: _____ Federal ID # or SSN: _____
5. Date Business Started _____ Date New Name to Take Effect _____
6. Business Location (Street, City, State, Zip) _____
7. **Proposed/New** Business Name _____
8. **Proposed/New** Business Name seen by the public _____
9. Owner/Principal Name: _____ Work Phone #: _____
 - a. Emergency Phone: _____ E-mail: _____
10. Contact Person's Name: _____ Work Phone #: _____
 - a. Emergency Phone: _____ E-mail: _____

Person Completing Form

Signature of Person completing form: _____
Printed Name: _____
Title: _____ Work Phone #: _____
E-mail: _____ Date: _____
Relationship of Applicant to Business (owner, agent, etc.): _____