

CPA FIRM NAME CHANGE REQUEST

- All firm name changes must comply with [MN Rules 1105.6300](#) and [1105.6400](#) and must be approved by the Board before implementation or renewal. **Do not submit a firm renewal under the new name until the Board approves the name.**
- Along with this form, please submit a copy of the **Articles of Incorporation** or **Certificate of Authority** from the Minnesota Secretary of State showing the name change.
- If your firm’s legal form is changing, don’t use this form; instead submit a new [Firm Initial Permit Application](#).
- You may mail (see address above) or email this form and the Secretary of State documents to boa@state.mn.us. Put “CPA Firm Name Change Request” and your firm permit number in the subject line.

Current Firm Information

Firm Name _____ Firm Permit # _____

Primary Firm Address _____

City _____ State _____ Zip _____

Contact Name _____ Contact Phone _____

Legal form of firm prior to the name change:

CPA Corporation CPA Limited Liability Partnership

CPA Partnership CPA Limited Liability Company

Foreign Firm Practicing in Minnesota

Proposed Changes

Proposed Firm Name _____

Is your firm’s legal form changing? No Yes—**If yes, don’t use this form; instead submit a new [Firm Initial Permit Application](#).**

List the name and complete address of every owner, partner, member, shareholder, director or officer of the firm who resides in or practices in Minnesota. Attach list, if necessary.

| Name | Address | City | State | Zip Code |
|------|---------|------|-------|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Explain in detail the reason for the change. Attach additional sheets if necessary.

If signing electronically, I agree that my electronic signature shall constitute the execution of this document in exactly the same manner as if I had signed by hand.

Signature of owner/managing partner/officer Printed Name Date