

CPA FIRM NAME CHANGE REQUEST

- All firm name changes must be approved by the Board before implementation and before renewal. **Do not submit your renewal form until after the firm name change is approved by the Board.**
- 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 Registration Form](#).
- You may mail (see address above) or email this form to boa@state.mn. Put “CPA Firm Name Change Request” and your current license 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 Registration Form](#).**

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