

## Business Packet for Reporting Changes

The Business Packet for Reporting Changes (L-BRC) is to be completed if there has been any change within your current business structure. This packet includes the following.

- L-C (Corporation, Trust, City, County or University)
- L-LLC (Limited Liability Company)
- L-P (Partnership)
- L-40.2 (Personal History Sheet)

### Type of Change:

- **Officers, Manager, Director, Stockholder, Member or Trustee/Beneficiary** – Complete L-BRC, L-C, L-LLC or L-P depending on your entity type, and a Personal History Sheet (L-40.2) must be completed for new individuals to your entity. Refer to Entity Reporting Chart for specifics.
- **Change of Business Entity** - Complete entire Business Packet for Reporting Changes, 10 day effective date letter, \$100.00 fee and a Personal History Sheet (L-40.2) must be completed for new individuals to your entity. Refer to Entity Reporting Chart for specifics.
- **Merger** - Complete entire Business Packet for Reporting Changes, Certificate of Merger, \$100.00 fee, and a Personal History Sheet (L-40.2) must be completed for new individuals to your entity. Refer to Entity Reporting Chart for specifics. It will also be necessary to report the merger within 10 days of occurrence.
- **Conversion** – Complete entire Business Packet for Reporting Changes, Certificate of Conversion and a Personal History Sheet (L-40.2) must be completed for new individuals to your entity. Refer to Entity Reporting Chart for specifics.
- **Consolidation** (package store only) – Complete entire Business Packet for Reporting Changes, Letter of intent to consolidate (consanguinity letter), and a Personal History Sheet (L-40.2) must be completed for new individuals to your entity. Refer to Entity Reporting Chart for specifics.

Please go to [www.tabc.state.tx.us](http://www.tabc.state.tx.us) to find your local TABC office who will assist, and guide you through the process. You will submit your completed pack to your local TABC office.