



Texas Department of Insurance

Licensing Division, Third Party Administrator (TPA) / Premium Finance

Mail Code 107-TPA-PF • 333 Guadalupe • P. O. Box 149104, Austin, Texas 78714-9104

512-322-3412 or 512-322-3555 telephones • 512-322-4380 fax • www.tdi.state.tx.us

CHECKLIST FOR TPA NAME CHANGE

CURRENT TPA NAME: _____

CHANGING TO: _____

THE REASON FOR THIS NAME CHANGE SUBMISSION IS:

MERGER _____ SALE/PURCHASE _____ REORGANIZATION _____ OTHER _____

TPA NUMBER _____

1. NAME APPLICATION (TPA FORM 1), FIN300 (*NAME MUST MATCH AMENDED ARTICLES OF INCORPORATION*)

_____ SUBMITTED

2. ASSUMED NAME CERTIFICATE (TPA FORM 1A), LHL078 (*Required if using any name other than name shown in amended articles of incorporation*)

_____ SUBMITTED

3. OFFICERS AND DIRECTORS PAGE (TPA FORM 3), FIN306 (*IF ANY CHANGES HAVE OCCURRED*)

_____ SUBMITTED

4. BIOGRAPHICAL AFFIDAVIT (TPA FORM 4), LHL081 (*ON ANY NEW OFFICER/DIRECTOR*)

_____ SUBMITTED

5. EVIDENCE OF NAME CHANGE ON CURRENT FIDELITY BOND

_____ SUBMITTED

6. SERVICE OF PROCESS (TPA FORM 5), LHL082 (*FOREIGN CORPORATIONS ONLY - COMPLETE WITH NEW NAME*)

_____ SUBMITTED

7. AMENDED ARTICLES OF INCORPORATION (*Certified*)

_____ SUBMITTED

8. AMENDED BY-LAWS (*Certified by Corporate Secretary - PLEASE SUBMIT BOARD RESOLUTION OR AMENDED BY-LAWS APPROVING NAME CHANGE*)

_____ SUBMITTED

9. CERTIFICATE OF GOOD STANDING OR EXEMPTION FROM THE TEXAS COMPTROLLER (CALL 1-800-252-1381 or print a certificate from the following website <http://ecpa.cpa.state.tx.us/coa/Index.html>.)

_____ SUBMITTED

COMMENTS: **Please return your original license (certificate of authority) for cancellation. Once the new name has been approved for use in Texas a new license will be issued.**