



Change of Name Form

- For businesses changing their business name or trade name (Name as seen by the public).

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.

- 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 as seen by the 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 as seen by the public: _____
9. Owner/ Principal Name: _____ Phone #: _____
Email: _____
10. Contact Person's Name: _____ Phone #: _____
Email: _____

Person Completing Form

- Applicant Signature: _____ Date: _____
- Printed Name: _____ Title: _____
- Email: _____ Phone #: _____
- Relationship of Applicant to Business (owner, agent, etc.): _____