



Changing Your Company Name

checklist for Illinois intrastate licensed household goods movers

BEFORE YOU DO ANYTHING, please review **this checklist to determine the appropriate process**. The Illinois regulations have specific requirements (and fees), depending upon the type of change you truly are making. Proper planning from the beginning will help you avoid additional expense for fixing mistakes.

another one, or it will cause you to go through a formal hearing process ... *don't do it that way if you can avoid it.*)

Here is a checklist of the paperwork, etc. you'll need to take care of for a name change. At this point, we're presuming that you have your corporation documents under control (see above):

1. **If you are transferring your company to a family member** (parent, spouse, child, or sibling), a hearing before the ILCC is not required, **BUT YOU MUST MAKE THE APPROPRIATE APPLICATION** with the ILCC and get approval **BEFORE** the transfer is lawful. (Refer to Part 1457.60)
 2. **If you are acquiring an intrastate authority as a result of an inheritance**, you also must notify the ILCC and take the steps outlined in Part 1457.60
 3. **If you want only to change your company name, but ownership and control of the company will not change**, consider these things:
 - a) Are you merely changing the company name but **not** incorporating and not already a corporation?
 - b) Is your company a corporation, or are you incorporating from a previous "dba" status (single owner or partnership)?
 - If you are incorporated in Illinois, contact the Illinois Secretary of State. If you are incorporated in another state, you still must register as a foreign corporation (or LLC, etc.) with the Illinois Secretary of State. For more information or to do a search for available corporate names, go to the Secretary of State's website at www.cyberdriveillinois.com and click on "Business".
 - If you are incorporating for the first time, you will need to acquire current Articles of Incorporation before you do anything else. Check with the Secretary of State Corporation Dept. for more info. (see previous bullet point).
 - If you are merely changing your corporation name, you should AMEND your Articles of Incorporation.** (Do not cancel out one corporate name and take up
- **Complete the ILCC's petition for name change, and submit it to the ILCC along with the required fee** (plus appropriate Articles of Incorporation or Amended Articles of Incorporation if applicable). Download a Petition for Name Change at the ILCC's website at www.icc.illinois.gov Be sure to include the proper HHG fee (which is different from the "freight" carriers fee shown on the petition form). Send your paperwork to the attention of ILCC Transportation Division, Processing Section, 527 East Capitol Avenue, Springfield, IL 62701.
 - **Once the ILCC approves the name change, you will receive a letter outlining the additional documents that will be required in the new name before your new license (authority) certificate will be sent to you:**
 - Insurance Forms E and H
 - Workers' Compensation Insurance Certificate
 - Household goods tariffs (That's when you call Illinois Movers; we'll send you the additional forms that you'll need to sign and then take care of the appropriate filings for you. Some filing fees are involved).
 - If you have independent contractors who are operating under your authority, you'll need to file new equipment lease forms.
 - If you are operating with a "carrier/agent" relationship, you'll need to submit new agency agreements.
 - You will be required to purchase new cab cards in the new name.
 - Once the petition to change your name has been approved, remember to update the identifiers on your truck cab doors and all your paperwork, etc.

As soon as you receive your NEW certificate, be sure to put a copy in each of your trucks (along with the new cab card), as required by law!