

MAINTAIN EMPLOYER NAME

Introduction

This section of the document will explain how an authorized user can modify an employer's legal and/or DBA name. In order to change the legal entity name with DUA, the employer should have obtained Articles/Certificate of Amendment from the Secretary of State. The Articles/Certificate of Amendment must be attached to the printed confirmation of legal name change request and received by DUA within 30 days for the request to be approved. Upon receipt of documents, DUA staff will review them and deny or allow the request. If 30 days have passed since the initiation of the request without the receipt of documents, the name change request will be cancelled automatically. It is also possible to view the name change history associated with an employer account.

Step-by-Step Instructions:

1. Navigate to the account maintenance home page using the instructions provided in the section – 'Navigating to Account Maintenance'.
2. Click on the 'Maintain Employer Name' link from the list of available maintenance functions. The screen shown below will appear. Enter the new legal name and/or 'Doing Business As' name and click on 'Next'.

Massachusetts Department of **Workforce** Development

Thursday, November 05, 2009 [Print](#)

Change Password | Logoff

Employer Home

FAQ/Contact Us

Account Maintenance

- View Employer Account Profile
- Address Information
- Employer Appeals
- Maintain Employer Name**
- Maintain Owners/Officers
- Maintain Employer Reporting Units
- Request Worker Status Determination
- UI Contribution Rate Maintenance
- Suspend Employer Account
- Voluntary Contribution
- Third Party Administrator (TPA) Authorization
- View Employer Name Change History

Benefit Charge Activities

Collections

Correspondence

Employer Information

Employer Account Number: **100C** Employer Name: **Employer**

Legal Name Change Request

In order to change your Corporate Legal Name with this Agency, you must first have obtained Articles/Certificate of Amendment from the Secretary of State. The Articles/Certificate of Amendment must be attached to your printed Confirmation of Legal Name Change Request and received by this Agency within 30 days in order for your request to be approved.

Note: If this name change is the result of a re-organization, acquisition, merger or formation of an entity with a new Federal Employer Identification (FEIN) being formed, DO NOT use the Legal Name Change Process. Complete a new Employer Account Number for the new entity.

Current Legal Name: **Employer**

New Legal Name:

Contact Name:

Contact Phone: ext.

Doing Business As (DBA) Name Change

Current Doing Business As (DBA) Name:

New Doing Business As (DBA) Name:

[Next](#)

3. On the subsequent page, you will be asked to confirm your chosen name change request(s). Please confirm the name change by clicking 'Submit' or return to the previous page if required.

- Upon you confirming the name change request, the following page will appear.

Massachusetts Department of Workforce Development

Thursday, November 05, 2009 [Print](#)

Change Password | Logoff

Employer Home

FAQ/Contact Us

Account Maintenance

- View Employer Account Profile
- Address Information
- Employer Appeals
- Maintain Employer Name**
- Maintain Owners/Officers
- Maintain Employer Reporting Units
- Request Worker Status Determination
- UI Contribution Rate Maintenance
- Suspend Employer Account

Employer Information
Employer Account Number: 1000 Employer Name: Employer

Legal Name Change Request



Your Legal Name Change Request has been received and is being processed by this Agency.

Print this page and attach it to a copy of your Articles/Certificate of Amendment from the Secretary of State and mail his Agency to be received no later than 12/5/2009. If this Agency does not receive this documentation by said date, your Legal Name Change Request cannot be processed and your Legal Name will not be changed. You may be contacted by Agency staff for additional information.

Requested Legal Name: XXXXXX

[Home](#)

View Employer Name Change History:

- Navigate to the account maintenance home page using the instructions provided in the section – ‘Navigating to Account Maintenance’.
- Click on the ‘View Employer Name Change History’ link from the list of available maintenance functions.

Massachusetts Department of Workforce Development

Friday, November 06, 2009 [Print](#)

Change Password | Logoff

Employer Home

FAQ/Contact Us

Account Maintenance

- View Employer Account Profile
- Address Information
- Employer Appeals
- Maintain Employer Name**
- Maintain Owners/Officers
- Maintain Employer Reporting Units

Employer Information
Employer Account Number: 1000 Employer Name: Employer

Name Change Historical Information

Date Range: From: To:

[Search](#) [Reset](#)

- Enter a date range if you wish to limit the search results to a specific period of time. Click on ‘Search’.
- The name change history will be displayed (if previous name changes exist).

If	Then
The name change is the result of a re-organization, acquisition, merger or formation of an entity with a new Federal Employer Identification (FEIN).	The legal name change process cannot be used. A new employer registration must be completed.