

DEALERSHIP/AGENCY NAME: _____

CITY/TOWN: _____

DEALER/AGENCY CONTACT: _____
(Name & Phone)

RETURN FAX NUMBER: _____

FID NUMBER (TO BE ADDED/MODIFIED): _____

REQUESTED ACTION: SOURCE DOCUMENTS MAY NOT BE MORE THAN TWO YEARS OLD!!

_____**ADD NEW FID:**

A SOURCE DOCUMENT FROM THE IRS (CONTAINING FID#, NAME AND ADDRESS) IS REQUIRED TO ADD A COMPANY/FID TO THE RMV SYSTEM. (Forms FROM the IRS have the client information printed BY the IRS, not by the client.) **THE ONLY ACCEPTABLE MASSACHUSETTS DOCUMENT IS THE ST-2. *Altered documents are not acceptable.***

(DBAs/Sole Proprietorships are to be registered under the owner's name and not the business name) A company may only be added if the business name and FID are registered with the MA Secretary of the Commonwealth.

Check before submitting documents to the RMV.
(<http://corp.sec.state.ma.us/corp/corptest/CorpSearchInput.asp>)

_____**CHANGE/ADD A COMPANY ADDRESS:**

A REQUEST, SIGNED BY A PRINCIPAL OF THE COMPANY ON COMPANY LETTERHEAD WHICH CONTAINS BOTH THE OLD AND NEW ADDRESS AND THE FID NUMBER. (THIS IS REQUIRED FOR LEASED VEHICLES) OR A COPY OF THE STAMPED AND SIGNED RMV-1 or RMV-3 (OWNED VEHICLES ONLY). IF AN ADDITIONAL LOCATION IS TO BE ADDED, THIS MUST BE SPECIFICALLY REQUESTED IN THE LETTER.

_____**CHANGE A CORPORATE NAME:**

NAME CHANGES FOR INCORPORATED BUSINESSES MUST BE ACCOMPANIED BY ARTICLES OF AMENDMENT FROM THE SECRETARY OF STATE.

**FAX THESE DOCUMENTS TO RMV BUSINESS SUPPORT
617 351-9540**