

MAINTAIN EMPLOYER NAME

Introduction

This section describes how to modify an Employer's legal and/or DBA name. It also describes how to view the name change history associated with an Employer account.

NOTE: 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.

Navigating to the Employer Name Page

1. Log in to QUEST and click **Account Maintenance**.
2. Click the **Maintain Employer Name** link.

The screenshot displays the QUEST Employer User Interface. At the top left is the Commonwealth of Massachusetts logo. The top right shows the date 'Thursday, July 14, 2011' and a 'Print Preview' link. Below the header is a navigation bar with 'Change Password' and 'Logoff' options. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for 'Employer Home', 'FAQ', 'Workflow - My Inbox', and 'Account Maintenance'. Under 'Account Maintenance', there are several sub-links: 'View Employer Account Profile', 'Address Information', 'Employer Appeals', 'Maintain Employer Name', 'Maintain Owners/Officers', 'Maintain Employer Reporting Units', 'Request Worker Status Determination', 'Voluntary Contribution', and 'Third Party Administrator (TPA) Authorization'. The main panel is titled 'Employer Information' and shows 'Employer Account Number' and 'Employer Name' fields. Below this is the 'Account Maintenance' section, which contains several links: 'View Employer Account Profile', 'Address Information', 'Employer Appeals', 'Maintain Employer Name', 'Maintain Owners/Officers', and 'Maintain Employer Reporting Units'. The 'Maintain Employer Name' link is circled in red. The description for this link reads: 'Provide information regarding a change to the legal name of the business entity or change the Doing Business As (DBA) name of the business entity.'

- The **Name Change Request** page appears. Enter the new legal name and/or **Doing Business As** name and click **Next**.

Commonwealth of Massachusetts
Tuesday, July 12, 2011
[Print Preview](#)

Change Password | Logoff

Employer Home

FAQ

Workflow - My Inbox

Account Maintenance

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

Benefit Charge Activities

Correspondence

Employment and Wage Detail Reporting

Payment Information

User Maintenance

Employer Information

Employer Account Number: [REDACTED] Employer Name: [REDACTED]

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, information regarding the purchase or sale of information is required. To provide this information, click [here](#).

Current Legal Name: [REDACTED]
 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

[Accessibility](#) | [Privacy Statement](#) | [Viewing Tips](#)

- On the **Confirm Name Change** page, the current and new (requested) legal and DBA Names are displayed. Click **Submit** to confirm. (Click **Previous** to return to the Change Request page.)

Commonwealth of Massachusetts
Tuesday, July 12, 2011
[Print Preview](#)

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Employer Information

Employer Account Number: [REDACTED] Employer Name: [REDACTED]

Confirm Legal Name Change

Please confirm your requested Legal Name change. If you wish to change any information, please select "Previous" and re-enter your requested Legal Name.

Current Legal Name: [REDACTED]
 Requested Legal Name: [REDACTED]
 Contact Name: [REDACTED]
 Contact Phone: [REDACTED]

Confirm DBA Name Change

Please confirm your new Doing Business As (DBA) Name change. If you wish to change any information, please select "Previous" and re-enter your requested Doing Business As (DBA) Name.

Current Doing Business As (DBA) Name:
 New Doing Business As (DBA) Name: [REDACTED]

Previous **Submit**

5. A printable bar-coded page appears. Do the following:

- Print the page.
- Attach the page to a copy of your Articles/Certificate of Amendment from the Secretary of State.
- Mail it to the DUA by the date specified:

Department of Unemployment Assistance
ATTN: Employer Liability Department
19 Staniford St.
Boston, MA 02114

FAX: 617-727-8221

IMPORTANT NOTE: Mail the bar-coded page with your Articles/Certificate of Amendment to DUA by the date specified on the page.