

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.**) ACCEPTABLE FORMS AR: FORM 8019, FORM 147C, FORM CP 572 AND OR FORM 572. FOR MASSACHUSETTS TAX EXEMPT ORGINATIZATIONS MAY PROVIDE 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/corpsearch/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 TAMPED 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
857 368 0819**