



NAME/ADDRESS CHANGE REQUEST

Non-Insurance Business Entity

Collection Agency ~ Motor Club ~ Premium Finance Company

INSTRUCTIONS: Complete this form to update the name and/or address of an existing licensed collection agency, motor club or premium finance company. Every licensee is required to give written notification to the Commissioner of Insurance within ten (10) business days after a change. Please use a separate form for each license.

CURRENT LICENSEE INFORMATION:

NIBE TYPE (check one): [] Collection Agency [] Motor Club [] Premium Finance Company	
FEIN:	NC Permit Co. #:
Legal Name:	
Street Address:	
City/State/ZIP:	

NEW NAME:

Name change submissions require supporting documentation. Refer to the mandatory attachment list on page 2.

Effective Date:
Legal Name:
DBA/Trade Name (if applicable):

NEW ADDRESS:

Update all three (3) address categories

**** BUSINESS/PHYSICAL LOCATION ****

Effective Date:	
Street Address:	
City/State/ZIP:	
Email Address:	Telephone:

**** MAILING ****

Effective Date:	
Street Address:	
City/State/ZIP:	
Email Address:	Telephone:

**** HOME OFFICE ****

Effective Date:	
Street Address:	
City/State/ZIP:	
Email Address:	Telephone:



OFFICER AUTHORIZATION:

I (WE) HEREBY CERTIFY that on this _____ day of _____, 20_____, the undersigned has executed the foregoing demographic change, being duly authorized to do so. The aforementioned information correct, true, accurate, and complete.

Signature of Authorized Representative: _____

Print Name & Title: _____

MANDATORY ATTACHMENTS:

Updated Certificate of Authority from NC Secretary of State <i>(name change only)</i>
Surety Bond Rider <i>(name –OR– address change)</i>
New/Updated Corporation Formation Documents <i>(name change only):</i>
<input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> By-Laws <input type="checkbox"/> Articles of Organization <input type="checkbox"/> Operating Agreement

FORM & ATTACHMENT SUBMISSION:

MAIL:

ORIGINAL BONDS:

OTHER DOCUMENTS:

NC Dept. of Insurance	US POSTAL SERVICE	OVERNIGHT DELIVERY
Agent Services Division	NC/State of DOI	Bank of America Lockbox Services
ATTN: NIBE Team	P.O. Box 742175	Lockbox #742175
1204 Mail Service Center	Atlanta, GA 30374-2175	6000 Feldwood Road
Raleigh, NC 27699-1204		College Park, GA 30349