

**This form is required for IntelliCorp to change the business name on an IntelliCorp account. This form may also be used for changing your address, phone, or other information, on your IntelliCorp account.**

1. If your company name has changed, a copy of your business license or copy of tax return showing in the new name must accompany this form.
2. This form must be signed by an authorized agent, principal or officer of the company.
3. Return this form to IntelliCorp by fax to **216-450-5301** or by mail to the address below:

IntelliCorp Account ID: \_\_\_\_\_ IIX Account Number: \_\_\_\_\_

**Change information on my account FROM** (please complete with previous information):

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address (Line 1) \_\_\_\_\_ Fax # \_\_\_\_\_

Address (Line 2) \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact: \_\_\_\_\_

**Change information on my account TO the following:**

*If your company is changing the business name on your IntelliCorp account, please indicate the reason for the change below and **INCLUDE** a copy of your business license or copy of tax return showing the new name.*

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address (Line 1) \_\_\_\_\_ Fax # \_\_\_\_\_

Address (Line 2) \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Contact: \_\_\_\_\_

**\*Reason for name change:** \_\_\_\_\_

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*Please note that if there is a change in any information on your IntelliCorp account (business name, address, phone number, email address, etc. ) AND you have access to MVRs, a new Employment Subscription Agreement (Direct Hire Employers) or SubVendor Agreement(Resellers ONLY) must be completed.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (Printed): \_\_\_\_\_ TITLE: \_\_\_\_\_

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