

Worksheet for Preparation/Filing of NY Change/Amendment of DBA

Date: _____

1. Name of Entity: _____

a. Original Name (if previously amended): _____

2. Present assumed name: _____

3. Date of filing of the original assumed name: _____

4. Designate what is being changed:

a. New Assumed Name (if applicable):

b. Change of Address (if applicable):

c. New County Designation (if applicable):

5. Name and Title of Person Authorizing Change:

Prepare and File: \$ 95.00

Disbursement to Dept. of State (filing) \$ 50.00

**** Corporations:**

Please note there is a \$25 filing fee for each county that the DBA is filed under. If NY, Queens, Kings, Bronx, or Richmond the fee is \$100.00 for each of these counties**

State Rush Handling \$ 25.00

Certified Copy \$ 10.00

Administrative Handling \$ 5.00

Total: \$

Contact Name: _____ Email: _____

Firm / Business Name: _____

Phone #: _____ Fax #: _____

Billing/Mailing Address: _____

Address for delivery of Corporate Documents:

Let this letter serve as my authorization to charge Amex/MC/Visa (*Initial Here*) _____

Card #: _____ Expires: _____

IN THE AMOUNT OF: _____

Print Name of Card Holder: _____

Signature of Card Holder: _____