



INSTRUCTIONS FOR CORPORATE NAME CHANGES

A firm that has or will change its corporate name may request that UTP Administration change its name on the invoice and on other documents by:

- 1) **SIGNING NEW [VENDOR AGREEMENT FOR UTP LEVEL 1 SERVICE](#)**, executed under the new corporate name, or
- 2) **SUBMITTING A DULY SIGNED, WRITTEN NOTIFICATION OF NAME CHANGE** to UTP Administration. To request a name change in this instance, submit a letter detailing the name change and the general reason for the change (e.g. marketing purposes). The letter must be on official corporate letterhead reflecting the name of the new organization, or
- 3) **SUBMIT CERTIFIED COPY OF CORPORATE NAME CHANGE** from the State of Incorporation.

SUBMISSION OF NOTIFICATION

All requests must include current billing account numbers. Please submit new agreements, notification and/or certified copy to:

UTP PLAN ADMINISTRATION
Four Irvington Centre
805 King Farm Boulevard
Rockville, MD 20850
Email: admin@utpplan.com

QUESTIONS

For any questions about the UTP Plan administrative requirements for name changes, please contact [UTP Plan Administration](#) at 301.978.8080.

Disclaimer: This page is effective as of the date posted, January 10, 2017.