



State of Utah
DEPARTMENT OF COMMERCE
Division of Corporations & Commercial Code
Letter of Transfer for a Business Name Registration (DBA only)

There is NO FEE for this filing

We stress that this application is not intended to substitute for nor replace the advice of legal counsel. The Division of Corporations and Commercial Code ("Division") does require a letter of transfer prepared by the old applicant(s) / owner(s). This letter must state from whom the business name is being assigned, listing the name of the old applicant(s) /owner(s) assigning the business name registration to the new applicant(s) / owner(s). If a letter of transfer cannot be created, a copy of a bill of sale is sufficient. The letter of transfer or copy of the bill of sale must be filed along with the amended business name registration form which is completed by the new applicant(s) / owner(s).

1) I, _____, request that the Division of Corporations transfer the
 Old Applicant's Name

Business name, _____ from the old applicant to
 Business Name

the new applicant. The new applicant's name is: _____.

2) The Address of the business is: _____
 Street Address

 City State Zip

3) Name & Signature(s) of the **old** applicant(s) / owner(s).

Under penalties of perjury and as an authorized authority, I declare that this application of letter of transfer, has been examined by me and is, to the best of my knowledge and belief, true, correct and complete.

 Applicant/Owner

 Signature of Applicant/Owner

 Applicant/Owner

 Signature of Applicant/Owner

Name & Signature(s) of the **new** applicant(s) / owners(s).

 Applicant/Owner

 Signature of Applicant/Owner

 Applicant/Owner

 Signature of Applicant/Owner

IF NEEDED, YOU MAY USE AN ATTACHED SHEET FOR ADDITIONAL APPLICANTS INFORMATION.

4) This letter of transfer **must accompany the amended DBA form** which is completed by the new applicant with signature. **Please do not send us payment for this DBA transfer.** You may mail, fax, or email the two completed forms to our office at PO Box 146705 Salt Lake City Utah 84114-6705, (801)-530-6438, or corpucc@utah.gov.

Under GRAMA {63G-2-201}, all registration information maintained by the Division is classified as public record. For confidentiality purposes, you may use the business entity physical address rather than the residential or private address of any individual affiliated with the entity.



State of Utah
 Department of Commerce
 Division of Corporations & Commercial Code
 Business Name Registration / DBA Application

WARNING: The filing of this application and its approval by the Division does not authorize the use in the state of Utah of an assumed name in violation of the rights of another under federal, state, or common law (U.C.A. Section 42-2-5 Et seq.).

***When approved the DBA is registered for 3 years.**

*If **adding or removing** an Applicant/Owner, which will affect its status as a General Partnership or Sole Proprietorship, you must submit a Registration Information Change Form.

*If you want a **new name** (adding or changing the existing name), a new DBA filing is required.

Non-Refundable Processing Fee: [] **New Filing \$22.00** [] **Applicant/Owner Transfer NO FEE**

Requested Business Name:				
Business Purpose:				
Business Address:				
	Address	City	State	Zip

Who/What is the name of the Registered Agent (Individual or Business Entity or Commercial Registered Agent)?:

The address must be listed if you have a non-commercial registered agent. See instructions for further details.

Address of the Registered Agent: _____

Utah Street Address Required, PO Boxes can be listed after the Street Address

City: _____ **State** UT **Zip:** _____

<p>Applicant/Owner: List the individual or business entity that will own the DBA on the name line.</p> <p><i>(The registered agent will be recorded as the applicant/owner if this section is left blank)</i></p>	<p>Name: _____</p> <p>Entity Number (if a registered business): _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Under penalties of perjury, I declare that this DBA Application has been examined by me and is, to the best of my knowledge and belief, true, correct and <i>complete</i>.</p> <p>Signature: _____</p>
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<p>Applicant/Owner: List the individual or business entity that will own the DBA on the name line.</p> <p><i>If needed, you may use an attached sheet for additional applicants</i></p>	<p>Name: _____</p> <p>Entity Number (if a registered business): _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Under penalties of perjury, I declare that this DBA Application has been examined by me and is, to the best of my knowledge and belief, true, correct and <i>complete</i>.</p> <p>Signature: _____</p>
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