

KCOVRS DOCUMENT CHECKLIST

1. CUSTOMER AND DBA NAME CHANGE

- FEIN Assignment Letter—FEIN Number Change
- Articles of Incorporation—Changing Business Name
- US DOT Snap Shot—Changing DOT Number
- 3 Proofs of Established Business—Changing a Business's Physical Address
- 3 Proofs of Residency—Changing an Individual's Physical Address
- Cover Letter with Account Information and Request