



Legal Name Change

Privacy Notice: All information submitted during the application process will be managed in accordance with ARC's Privacy Policy. For more information, please visit www.arccorp.com/legal/arc-privacy-policy.jsp.

There is a processing fee of \$75.00 payable by credit card via www.arccorp.com/payment/.

Preparer Information

All correspondence regarding this application will be sent to the individual designated below:

1. Name of Preparer: First: _____ Middle: _____ Last: _____
2. Business Name: _____
3. Street Address: _____
4. City: _____ State: _____ Zip: _____
5. E-mail Address: _____
6. Telephone Number: _____ Fax Number: _____

Part 1 – Current VTC Information Legal Name and Address

1. ARC Number: _____
2. Legal Name: _____
3. Doing Business as (dba) Name: _____
4. Suite/Floor/P. O. Box: _____ Street Address: _____
5. City: _____ State: _____ Zip: _____
6. E-mail Address: _____
7. Telephone Number: _____

Part 2 – New Legal Name

1. New Legal Name: _____
2. New Doing Business as (dba) Name: _____
3. Effective Date of Legal Name Change: _____
4. IRS Federal Taxpayer ID Number (TIN) or Employer ID Number (EIN): _____

Part 4-Certification

By signing this Certification, on behalf of the VTC, I agree that

1. I am authorized to submit this Request for a Change of VTC Legal Name (Request) on behalf of the VTC identified in Part 1 of this Request; and
2. All statements in the Request and Certification are true and correct; and
3. Scanned and faxed signatures will be treated as original signatures; and
4. This Request only involves a change in the Legal Name and does not constitute a change in the legal status of the VTC (e.g. a change in entity type) and/or the ownership of the VTC (e.g. a change in the owners, shareholders, partners, members, etc.); and
5. Notwithstanding the change in the name of the VTC, VTC understands and agrees that the VTC remains responsible for any and all obligations, including financial obligations, of the VTC under the VTC Agreement prior to, and after the name change.

Signature.

Signature of owner (or officer if the VTC is a corporation)

Date: _____

Name: _____ Title: _____
Printed name of above signatory Title of above signatory

Send completed application with all required attachments to apply@arccorp.com or mail to:

Airlines Reporting Corporation
Attn: Accreditation
3000 Wilson Blvd., Suite 300
Arlington, VA 22201

Checklist

- Original Change of Legal Name form signed by an owner or officer only.
- Payment of \$75.00 payable by credit card via www.arccorp.com/payment
- Copy of Internal Revenue Service (IRS) confirmation of Employer Identification Number reflecting new legal name.
- (Corporations and LLCs only) Amendment to Articles of Incorporation or Organization (as applicable) from the state where the Agent is incorporated or organized, regarding the legal name change of the corporation.
- Documents from the State in which the company is licensed to do business evidencing approval of the legal name change.
- (Corporations only) Corporate resolution signed by corporate officer, approving the change of legal name of the corporation.



AMENDMENT TO VERIFIED TRAVEL CONSULTANT AGREEMENT

The Verified Travel Consultant Agreement between ARC and

Current Legal Name of Agency: _____

ARC Number: _____

as amended and supplemented to date, is hereby further amended as follows:

CHANGE OF LEGAL NAME. The current name of record for the ARC number shown above is hereby changed in accordance with the agent's request, to:

New Legal Name

New DBA or Trade Name (if applicable)

By: _____

Signature of Owner or Officer

Name: _____

Printed Name of Person signing above

Title: _____

Title of Person Signing

ARC USE ONLY:

This change of name is effective as of: _____

By: _____

Signature of ARC Representative