

Church Name Change

Checklist

Please note that we have received information from international offices that the process of changing the church name requires detailed follow-through concerning legal documents. When the name is changed at headquarters, the church has to change all bank accounts, deeds, and other official documentation to reflect the new name of the church.

Therefore, the state is requesting pastors start the process for each of the entities listed below when requesting a name change for their local church. When submitting this checklist to the state office, please include a cover letter to the state bishop outlining the church's plans to process these changes with the proper authorities regarding any official documents associated with the church. That process shall then be completed after the church name is changed through state and international headquarters. (Please note this checklist is a guide and you will need to include specific information in your letter.)

The changes would include but are not limited to the following being contacted:

- ___1. IRS - Federal Identification number (eight to nine weeks for a name change to be processed with IRS)
- ___2. Banks - Checking accounts and Savings accounts
- ___3. Local Court System - court order identifying that the legal name has changed
- ___4. Attorneys - An amendment to any deeds and/or any deeds of trust must be recorded with the courts
- ___5. DMV - vehicle registrations (church vans, buses, etc.)
- ___6. Insurance companies - Insurance policies held by the church entity
- ___7. Commonwealth of Virginia - must be notified for income tax reporting
- ___8. Public utilities- ie. Water, gas, trash removal, telephone, and other utility accounts must be changed
- ___9. Pathway Press - to be notified of the name change.
- ___10. all members of the local church
- ___11. Telephone company - Telephone listings will need to be changed.
- ___12. Credit Companies - Sam's card and other credit cards / memberships will need to be changed
- ___13. Lenders – other entities serving as lenders to the church must be notified of the change of name.

Following the submission of this checklist and a cover letter, the form for the official name change will be sent to the pastor to be signed and returned to the state office.