

HOW TO SUBMIT A BUSINESS NAME CHANGE

1. Log in to CSS and navigate to your **Home**.



Freddie Mertz 1

Dashboard **Home** Apply (NEW Business) Renew Map My Work Today's Inspections Pay Invoices Search Calendar

2. Click **Other Business License Needs/Requests**.

3. Enter **Business Name Change** into the Application Assistant search bar.

4. Click **Apply**.

The screenshot shows the ATLCORE application assistant interface. At the top, there is a navigation bar with the following items: Dashboard, Home (highlighted with a red box), Apply (NEW Business), Renew, Map, My Work, Today's Inspections, Pay Invoices, Search , and Calendar . Below the navigation bar, there are four main sections:

- APPLY for a NEW Alcohol License**: NEW Alcohol License, Change of Agent, Temporary Alcohol License, Special Event Alcohol License
- APPLY for a NEW Regulatory Permit**: NEW Health Establishment Permit, Massage Permit, Commercial Recreation, Adult Entertainment, Vehicle Immobilization
- Other Business License Needs/Requests** (highlighted with a red box): Business Information Changes, Going Out of Business Sale, Business License Amendments, Final Close
- Downloadable Forms - Office of Revenue**: This link will take you to the AtlantaGa.gov website to download the required Business License Documents.

Below these sections is the **Application Assistant** section. It features a search bar containing the text "Business Name Change" (highlighted with a red box). Below the search bar are five tabs: **All** (highlighted with a blue box), Trending, My History, LICENSES, and PERMITS. Below the tabs, there is a section titled **Business Name Change** with the following details:

Category Name:	Description:
Business License Requests	Business Name Change

At the bottom right of this section, there is a blue **Apply** button (highlighted with a red box).








HOW TO SUBMIT A BUSINESS NAME CHANGE (cont'd)

5. Select the business that requires the Business Name Change. Click Select.

Apply for License - Business Name Change

*REQUIRED

Select or create the business for this application

<p>Freddie Mertz Financi...</p>  <p>Limited Liability Partnership Status: Submitted 300, Stop St 300, Stop St Atl... Commercial Banking</p> <p>Select</p>	<p>Freddie's Constructio...</p>  <p>Sole Proprietorship Status: Submitted 850, Stop St Brick, Stone, and Related Co...</p> <p>Select</p>	<p>MAGIC MUFFINS - Test</p>  <p>DBA: Girls Limited Liability Company Status: Compliant 101010 STOP ST Retail Bakeries</p> <p>Select</p>	<p>Freddie's Barber Shop ...</p>  <p>Sole Proprietorship Status: Submitted 300, Stop St 300, Stop St Atl... Barber Shops</p> <p>Select</p>	<p>Freddie Mertz NonPr...</p>  <p>Non-Profit Status: Submitted 300, Stop St 300, Stop St Atl... Retail Bakeries</p> <p>Select</p>
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HOW TO SUBMIT A BUSINESS NAME CHANGE (cont'd)

- 6. Verify the Business Location.
- 7. Click Next.
- 8. Verify/Add Mailing address.

LOCATIONS

Verify/Add mailing address.

<p>Type: Business Location</p> <p>US 300, Stop St 300, Stop St, Atlanta . 30303-</p> <p>Main Address <input checked="" type="checkbox"/></p> <p>Remove</p>	<p>Type: Mailing</p> <p>US 400 STOP , Atlanta, GA, 30308</p> <p>Main Address <input type="checkbox"/></p> <p>Remove</p>	<p>Business Location ▼</p> <p>Add Location</p> <p>+</p>
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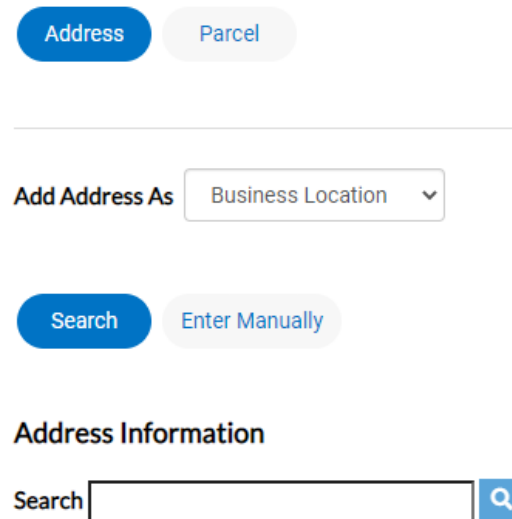
HOW TO SUBMIT A BUSINESS NAME CHANGE (cont'd)

9. There are two different methods for adding an address to your business account: You can search our GIS records for an address, or you can enter the address manually.

Searching for an Address

1. Make sure **Address** is selected and shown in blue, as the image to the right.
2. Enter the address in the search bar and click the search icon or press **Enter** on your keyboard.
3. Returned results will be displayed below the search bar.

Add Location



Address Parcel

Add Address As Business Location

Search Enter Manually

Address Information

Search

Manually Adding an Address

1. Make sure **Address** is selected and shown in blue, as the image to the right.
2. Click **Enter Manually** and complete the address fields. Save your address to proceed.

Note: **Enter Address** field is another field used to search for an address. Skip this field when adding an address manually.

Note: A Mailing Address is Required.

HOW TO SUBMIT A BUSINESS NAME CHANGE (cont'd)

10. Review Business Details.

BUSINESS DETAILS

* Company Type	<input type="text" value="Sole Proprietorship"/>
* Company Name	<input type="text" value="Freddie's Barber Shop - TEST"/>
Business Description	<input type="text" value="x"/>
DBA	<input type="text"/>
* Location	<input type="text" value="Commercial"/>

LICENSE DETAILS

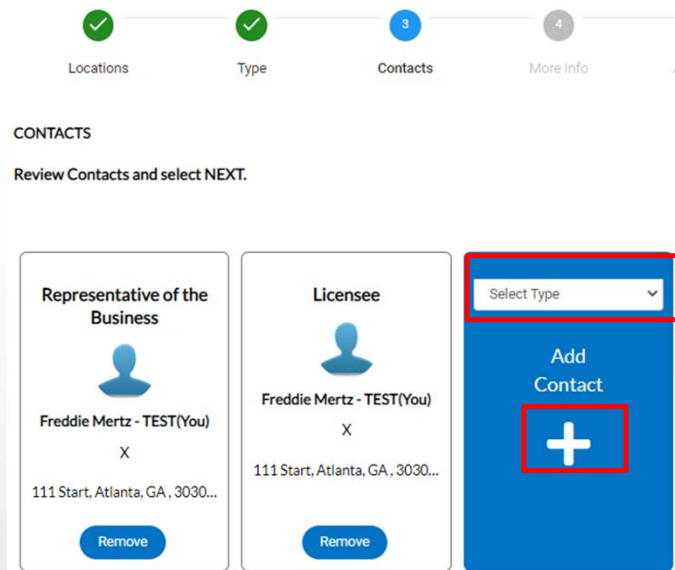
* License Type	<input type="text" value="Business Name Change"/>
Description	<input type="text"/>
Estimated Receipts	<input type="text"/>

11. Enter License Description.

HOW TO SUBMIT A BUSINESS NAME CHANGE (cont'd)

12. Review and update **CONTACTS**.

13. Select the contact type from the dropdown menu, then click the **Blue Icon** to **Add Contact**.



Add Contact

Add Contact As : Licensee



14. Add a Contact by Entering a Name, Email, or Company in the **Search Bar** or click **Enter Manually** to enter the contact details manually.

HOW TO SUBMIT A BUSINESS NAME CHANGE (cont'd)

15. Complete the information on the **More Info** page.

- a. Enter Old Business Name.
- b. Enter New Business Name.
- c. Enter Business License Number.
- d. Enter Federal Tax ID Number.
- e. Enter Date Requested.

16. Enter the **Effective Date of Change**.

*Old Business Name

Old Business Name is required.

*New Business Name

New Business Name is required.

*Business License Number

Business License Number is required.

*Federal Tax ID Number

Federal Tax ID Number is required.

*Date Requested

Date Requested is required.

*Effective Date of Change:

Effective Date of Change: is required.

HOW TO SUBMIT A BUSINESS NAME CHANGE (cont'd)

17. Select Type of Business. (Profit/Non-Profit)
18. Enter Requestor's Name and Title.
19. Does this business hold an alcohol license? Yes/No

*Type of Business	<input type="text"/>
	Type of Business is required.
*Requestor Name/Title	<input type="text"/>
	Requestor Name/Title is required.
*Does this business hold an alcohol license?	<input type="text"/>

HOW TO SUBMIT A BUSINESS NAME CHANGE (cont'd)

ATTACHMENTS

20. Upload/Drag and Drop any related documents as needed. You will delay processing without providing the required documents.

21. Complete Signature section for acknowledgement.

- a. Type your Full Name.
- b. Slide indicator to the right Enable Type Signature.
- c. Type Full Name to display signature in the bottom field.

Attachments

click or drag files

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf, ...

Back

Create Template

SIGNATURE


I declare under penalty of making false declaration, that I am authorized to complete this form and to the best of my knowledge and belief, it is a true, correct and complete statement made in good faith.

* Please type your name as consent to electronically sign this application.

a Freddie Mertz

Enable Type Signature **b** Freddie Mertz

Freddie Mertz
March, 18 2022

c 

HOW TO SUBMIT A BUSINESS NAME CHANGE (cont'd)

ATTACHMENTS

22. Review all application details prior to clicking **Submit** to submit your application.

22. A confirmation message will appear on submission.

Apply for License - Business Name Change

*REQUIRED



Submit

✓ Your license application was submitted successfully. Please click the Add to Cart button to pay for the invoiced fees to complete the process.

