

# HOW TO SUBMIT A BUSINESS NAME CHANGE

**For Technical and Non-Technical Issues**

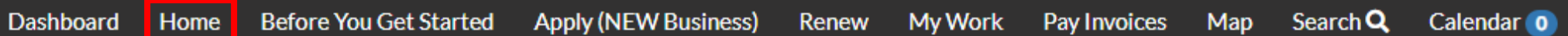
Contact **ATL311.com** or **404-546-0311** to create a case.

Rev 12/2023

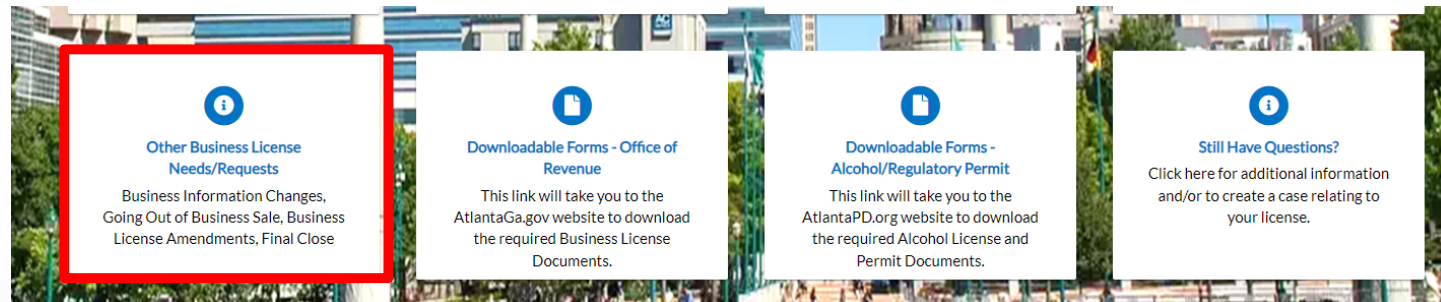


# HOW TO SUBMIT A BUSINESS NAME CHANGE

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



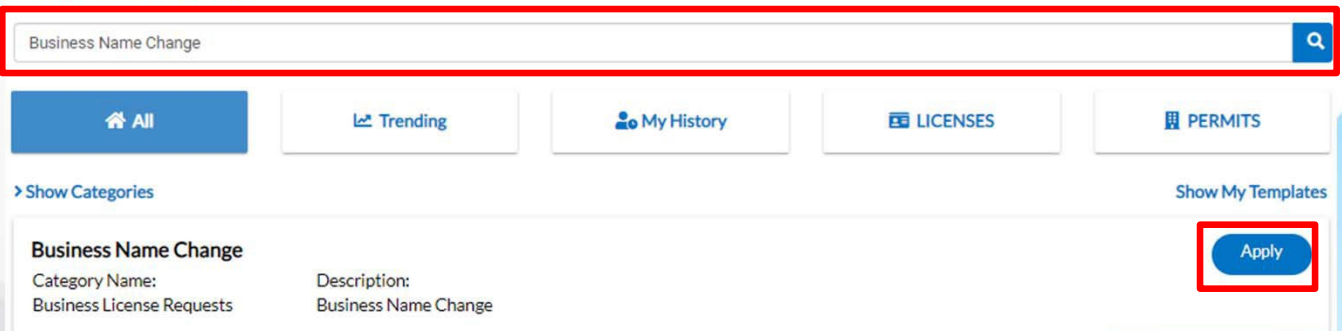
2. Click **Other Business License Needs/Requests**.



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

4. Click **Apply**.

## Application Assistant








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

# 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.

The screenshot displays the 'LOCATIONS' management interface. It features two location cards and an 'Add Location' button. The first card is for a 'Business Location' at '300, Stop St 300, Stop St, Atlanta, 30303-' with 'Main Address' checked. The second card is for a 'Mailing' address at '400 STOP, Atlanta, GA, 30308' with 'Main Address' unchecked. The 'Add Location' button is blue with a white plus sign and a dropdown menu currently set to 'Business Location'.

Type	Address	Main Address
Business Location	US 300, Stop St 300, Stop St, Atlanta, 30303-	<input checked="" type="checkbox"/>
Mailing	US 400 STOP, Atlanta, GA, 30308	<input type="checkbox"/>

# 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



Add Address As



### 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"/>

## 11. Enter License Description.

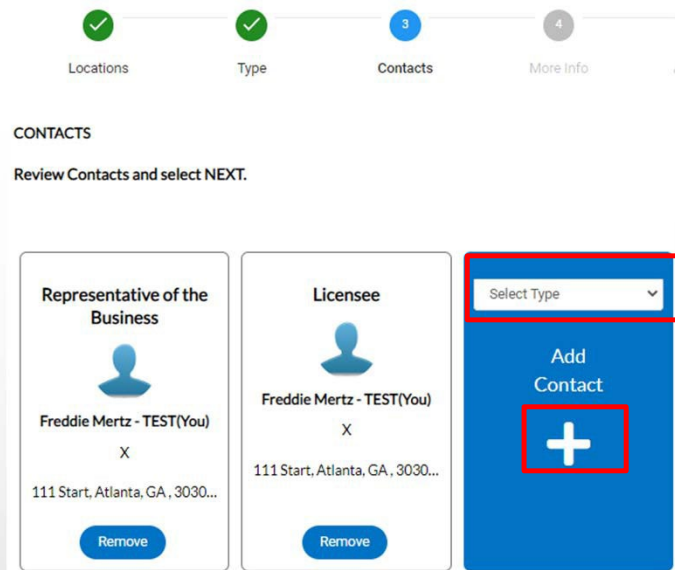
### LICENSE DETAILS

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

# 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

Search Enter Manually My Favorites

Search [Name, E-mail, or Company] Q

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	<input type="text"/>
	Old Business Name is required.
*New Business Name	<input type="text"/>
	New Business Name is required.
*Business License Number	<input type="text"/>
	Business License Number is required.
*Federal Tax ID Number	<input type="text"/>
	Federal Tax ID Number is required.
*Date Requested	<input type="text"/>
	Date Requested is required.
*Effective Date of Change:	<input type="text"/>
	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

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

*Freddie Mertz*



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

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

Apply for License - Business Name Change \*REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Review and Submit 6

**Submit**

23. A confirmation message will appear on submission.

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

**For Technical and Non-Technical Issues**  
Contact **ATL311.com** or **404-546-0311** to create a case.

