**KCOVRS DOCUMENT CHECKLIST**

**1. CUSTOMER AND DBA NAME CHANGE**

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|  | 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 |
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