**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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