



Office Name Change Form

To change your doing business as (DBA) name.

You can change your office name through M.D. Checkup, located on [My Insurance Manager](#) or you can submit the request through My Provider Enrollment Portal.

TIN/EIN: _____ NPI: _____

Old DBA name: _____

New DBA Name: _____

Effective Date of Change: _____

Office Address: _____

Signature: _____

Printed Name: _____

Title: _____

Contact Phone Number: _____

Date: _____

Note: This form is only used to update the DBA name in our systems. You can update your Legal Business Name by submitting one of these:

- Letter 147C
- CP 575 E
- Tax coupon 8109-C

*****A W-9 Form cannot be accepted.**