

FY2026 AGENCY NAME CHANGE REQUEST FORM

Procedures to follow when a funded agency changes its name. The Agency Name is the legal name of the entity as registered with <http://dos.myflorida.com/sunbiz/> The Division of Corporations is the State of Florida's official business entity index and commercial activity website.

To change your Agency name, or to add or change a “doing business as” (dba) name of your Agency, submit the following to the CBHC Program / Contract Manager.

- Written notification of name change on Agency letterhead **signed by the Agency official**
- Completed Name Change Request Form (below)
- Copy of the Agency Sunbiz registration, including fictitious name filing (if applicable)

Once the information is verified, the Children’s Board of Hillsborough County will update its records to reflect the changes and amend the contract as necessary. W-9 and EFT form(s) will be e-mailed to the point of contact listed below for completion after we receive the name change request.

Previous name of agency	
New name of agency	
Agency License Number	
FEI/EIN (Entity Identification Number)	
Point of contact – name, phone number, and email address	
CBHC Program Name(s):	

Mail the information to:

Children’s Board of Hillsborough County
ATTN: **Enter Program / Contract Manager Name**
1002 E. Palm Avenue
Tampa, FL 33602