



400 NE 50<sup>th</sup> Street  
Oklahoma City, OK 73105

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THIRD-PARTY ADMINISTRATOR NAME CHANGE REQUIREMENTS

**NOTE: These instructions apply ONLY when the FEIN remains the same. In the event the FEIN is changing, the entity would be required to apply for a new Permit and surrender the old Permit.**

New TPA name: \_\_\_\_\_

Old TPA name: \_\_\_\_\_

TPA License: \_\_\_\_\_ FEIN #: \_\_\_\_\_

**Please mail or email the following list of completed documents with this checklist.**

- New TPA Application (Application forms are found in OPTins)
- Updated Officers, Directors, Key Managerial and Owners with 10% or greater ownership with business address, email address & phone number. Also list any removed Officers, Directors, Key Managerial and Owners with 10% or greater ownership.
- Amended Articles of Incorporation or Organization and Bylaws or Operating Agreement
- Written acknowledgement or Certificate of Good Standing reflecting the name change from the **domicile state Insurance department** where the PBM is licensed.
- Certificate of Authority and other name change documents provided from the **Oklahoma Secretary of State** demonstrating the name has been changed.  
<https://www.sos.ok.gov/business/default.aspx>
- Surety Bond Rider or Surety New Bond Reflecting the New Name
- Amended Service of Process UCAA Form 12

If desired, a duplicate license reflecting the new name can be requested.

If you have any questions, please feel free to contact Jeanette Pearce by email at [jeanette.pearce@oid.ok.gov](mailto:jeanette.pearce@oid.ok.gov) or call 405-521-6651.