



TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

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## Amendment to a Masterfile

### FOR OFFICE USE ONLY

License Number:            Amt Remitted:  
Date Amended:            Date Remitted:  
Amended By:              Agency Object:

Comments:

Regulated Industry License:

License Number:

Proposed Date of Change:

Amendment or Change (select an option below)

☐ Entity Type Change

Activations, Address Changes, DBA Name Changes, Entity Name Changes, Location Contact, Mailing Address, Surrenders and other license amendments must be filed in ALECS.

Licensee/Entity Name:

Contact Person:

Phone Number:

Email :

Current Entity Structure Type:

Current Entity/Sole Prop Name:

New Entity Name:

New Entity Structure Type:

The following must accompany this form:

1. \$25 Amendment fee payable to the Office of Consumer Credit
2. Texas Secretary of State Certified Articles of Incorporation (Certificate of Formation etc)
3. Detailed statement requesting the entity structure change. (Signed & Dated)
4. IRS Document showing the FEIN for your new entity (SSN for Corp/LLC to Sole Prop)

\*Changes to ownership and/or to an Entity's Federal Employee Identification number require a transfer of license.

Authorized Signature

Title

The Office of Consumer Credit Commissioner obtains information from this form and certain third-party sources. With few exceptions, you may review and correct the information we collect. To find out more about the information we collect or to make an open records request, contact our Public Information Officer at 512-936-7639 or [public.information@occc.texas.gov](mailto:public.information@occc.texas.gov)