

COMPANY NAME CHANGE FORM

Instructions for use of this form:

Fill in the fields, in **Adobe 8** or later. You can save the filled in form.

Complete one form for each payroll account.

Email the completed form with all supporting documentation to Powerpay.Service@dayforce.com

Request Details

Account Number:

Current Company Name:

Contact Name:

New Company Name:

Contact Phone:

Questions

Provide supporting legal documentation certifying your newly registered company name based on your business type. This is required before Dayforce can make this change.

Business Corporation – a copy of one of the following:

- Certificate of Amendment
- Articles of Amendment
- Notice of Alteration
- Certificate of Change of Name
- If the change is a result of a business amalgamation, a Certificate with Articles of Amalgamation is acceptable. The documents above must show the provincial government ministry's (department) stamp and both the former and new corporation legal entity name.

AND

If the requested change is to the trade name or operating name only, and not the Legal entity name itself, a copy of the provincial Master Business license is preferred otherwise an email confirmation from the Client to add/change/remove the trade name or operating name is acceptable.

Non-profit or charitable corporation – a copy of its most recent Application for Supplementary Letters Patent showing the new name and the provincial ministry's (department) stamp.

Sole proprietorship (not a corporation), doing business under the owner's name – (E.g. Jane Doe O/A Flowers by Jane). If the name change is a result of an incorporation, a copy of the Certificate of Incorporation, showing the government ministry's (department) seal. (E.g. Flowers by Jane is now Flowers by Jane, Inc.)

Important: An amendment to your current contract may be required if you cannot produce the necessary documentation. Dayforce's Legal team will make this determination after they have reviewed your situation.

- Do you fund by pre-authorized debit (PAD)?
If yes, and the bank account information changes:
 - a. An updated PAD form must accompany the legal documentation specified in the previous question.
 - b. Bank supporting documentation must accompany the PAD form. See [Pre-Authorized Debit funding](#) to review approved formats.
 - c. Powerpay will populate your former customer name in two locations on the form. Leave these as shown and add 'Changing company name to: *(insert new company name)*' next to the company name displayed at the top and bottom of the PAD form.
- Is an alternate company name to be displayed on the distribution bag for ease in delivery? (E.g. The incorporation name might be 123456 Ont. Inc. The operating name is Bob's Diner)
If yes, please specify an alternate name:
- When is this change effective?
Other (specify date):
- When is your next payroll submission date?

Click the Email button to send the form along with all required documentation to Dayforce. This request may take up to 5 business days to complete.