FORTUNE
Business Solutions
innovative HR outsourcing

CLIENT CHANGE NOTIFICATION

DATE _____

CLIENT NAME _____

REASON FOR CHANGE – *PLEASE CHECK ALL THAT APPLY*

- ☐ Sales
- ☐ Transfer
- ☐ Conveyance of Ownership Interest
- ☐ Merger
- ☐ Consolidation
- ☐ Formation of a New Entity (to add to the current existing policy)
- ☐ Name Change
- ☐ Address Change
- ☐ Business Closed
- ☐ Combination of Separate Entities

COMPANY DATA CHANGE

ITEM TO CHANGE	FROM	TO
☐ Company Name		
☐ Company Address		
☐ Owner Name		
☐ Owner Title		
☐ Percentage of Ownership		

ADDITIONAL OWNER(S)

NAME	TITLE	PERCENTAGE OF OWNERSHIP

I acknowledge the information listed above is true and accurate and I authorize Fortune Business Solutions to make the above listed changes to all applicable policies and/or agreements.

CLIENT SIGNATURE _____ **DATE** _____