

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

***CHANGE OF CORPORATE STRUCTURE
(I.E Corp to LLC, Sole Proprietor to Corp, etc.)***

- Transmittal Form - www.mass.gov/abcc
- A Certificate of Good Standing - issued through the Department of Revenue (https://mtc.dor.state.ma.us/mtc/_/#1)
- A Certificate of Compliance – issued through the Department of Unemployment <https://www.mass.gov/service-details/certificate-of-compliance-good-standing-from-department-of-unemployment-assistance>
- Change of Corporate Structure Application - www.mass.gov/abcc
- Vote of the Corporate Board
- Business Structure Documents
- *If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth
- *If partnership, Partnership Agreement
- *If Sole Proprietor, Business Certificate
- Tax Affidavit, All State and Local Taxes MUST be paid.
- \$200.00 Filing Fee to be paid on-line at www.mass.gov/abcc
- \$ 200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.
- Application MUST be filed in Duplicate.