

## **Changes to Account Names**

If you have an account that has been approved for Electronic Registration and would like to change your account name, here are the recommended steps:

1. Apply to the Ministry of Government Services providing them with your current business name, TV account number and your changed business name.
2. Once you have satisfied the Ministry of Government Services requirements for approval, complete the Name Change Request form and fax to Teranet at 416-360-6069.
3. If the nature of the change is such that you cannot satisfy the criteria outlined on the Change Request form, you have the option to open a new account and close the original account. To ensure your electronic registration access is not interrupted, please apply for approval on the new account with the Ministry of Government Services first.

If your account is not enabled for electronic registration, please complete the form and apply directly to Teranet.

*All requests are subject to acceptance by Teranet Inc.*