



Date computer amended: \_\_\_\_\_

Person amending computer: \_\_\_\_\_

Date license mailed: \_\_\_\_\_

Comments: \_\_\_\_\_

**Amendment to Motor Vehicle Sales Finance License**

To be filed at least 10 days prior to the anticipated change

**Type of Amendment (choose at least one):**  Address Change  Name Change  Activation of License  
 Inactivation of License\*  Other \_\_\_\_\_

Proposed Date of Change: \_\_\_\_\_

After change, will license be active or inactive? \_\_\_\_\_

License number: \_\_\_\_\_ Location Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Licensee: \_\_\_\_\_

DBA (Operating Name): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

The home office mailing address is where most correspondence, including renewals for all licenses held by your company, is mailed. To keep our records current, please provide a home office mailing address and contact person below:

\_\_\_\_\_

Contact Person

Telephone Number

\_\_\_\_\_

Home Office Mailing Address

*The amended license will be mailed to the contact person at the home office mailing address listed above unless you submit a request to mail it elsewhere.*

**Authorized signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

When you return this form, you must also include:

- Current license
- Amendment fee: \$25 if you are amending a Licensed Location, \$10 if you are amending a Registered Office
- If you are filing a name change, provide proof that the name has been filed with either the county clerk (proprietors and general partnerships) or the Texas Secretary of State (corporations, limited liability companies, and limited partnerships). Review 7 TAC §83.303 to ensure that a transfer of ownership is not required.

*\*A Registered Office may not be inactivated. If a Registered Office has closed, the license attached to that particular location should be canceled by returning the location's license to the OCCC with a written request for cancellation.*