

## Missouri Arts Council Required Steps for Changing Your Organization's Address

Notify the Missouri Arts Council as soon as your organization plans to change your legal name. It is important to complete this multi-step process in a timely fashion. Failure can delay payment of your Missouri Arts Council invoice for reimbursement.

1. **Notify the Missouri Arts Council through the Notes** section of the [online grant system](#).
2. Update the mailing or physical address in your **Organization Profile** in the Missouri Arts Council's [online grant system](#).
3. Update your **State Vendor Profile**. Use these [instructions](#) to register with MissouriBUYS or revise the Remittance address in your organization's current MissouriBUYS account.
4. Update your address with the **Missouri Secretary of State's Office**. If you experience any problems, contact the Missouri Secretary of State's Office (Corporations Division) at 866-223-6535.
  - Login at <https://bsd.sos.mo.gov> (upper right corner).
  - Complete the **Statement of Change of Registered Agent and/or Registered Office by a Foreign or Domestic For Profit or Nonprofit Corporation or Limited Liability Company** (\$10 fee as of October 15, 2020). A [sample form](#) is available for reference.
  - Save record of the approved/filed name change as documentation for the Internal Revenue Service and DUNS account.
5. Update your address with the **Internal Revenue Service (IRS)**. There are two steps to change a nonprofit organization's address with the IRS.
  - A. **Report the change on the next [annual return](#)** (such as Form 990, 990-EZ, or 990-N).
  - B. **Report the change and request an Affirmation Letter**. The written request for an affirmation letter must include your organization's:
    - Full name
    - Employer Identification Number
    - Authorized signature by an officer or trustee. Include a statement of the capacity in which s/he is signing (for example, "Jane Smith, President").
    - Report the change of address. Include both the old address and new address.

Send the Affirmation Letter request and [Form 8822-B](#) to fax 855-204-6184 or Internal Revenue Service, Exempt Organizations Determinations, Room 6403, P.O. Box 2508, Cincinnati, OH 45201.
6. Update your **DUNS account**. All Missouri Arts Council grant recipients must have a valid DUNS number. To update your existing DUNS account, you need **two documents** that confirm the address change. Both documents must match the *Correct Legal Business Name* at the *Current Physical Address* and be available to upload to the D&B portal. Examples listed below.
  - Utility bill
  - Lease agreement
  - Invoice from a third party
  - Approved/filed Secretary of State Registration Amendment Document (from the above Step 4)
  - Taxpayer Identification Number (TIN) Confirmation Letter
  - Employer Identification Number (EIN) Confirmation Letter

## How to Update Your DUNS Account:

- Go to [www.dnb.com/govtduns](http://www.dnb.com/govtduns).
- Select “Federal Government Contractors or Grantees DUN Number Support”.
- Select “Update Your Existing DUNS”.
- Select “For entities within the United States/Puerto Rico/US Virgin Islands”.
- Click on “Proceed” button in lower-right corner and follow the instructions.
- After you submit the changes, you will receive an email confirmation once the initial update is completed. It will take 7-10 days for the record to fully update online.

Note: You cannot make any additional changes while a request is in process. If you realize that you need to make an additional change to the DUNS account, you must wait until the first request is completed/approved.

7. If applicable, update your **SAM (System for Award Management) Registration**. This is required for organizations that receive federal funding directly from the National Endowment for the Arts or indirectly from the Missouri Arts Council. If you are uncertain about federal funds in your Missouri Arts Council grant, check Section 10 in your Grant Agreement or consult your [Program Specialist](#).
  - After DUNS has confirmed changing your organization’s legal name, login at [www.sam.gov](http://www.sam.gov) (Login blue button in upper right corner).
  - On the My SAM page, select “Entity Registrations” and then “Existing Entity Registrations” from the sub-navigation menu.
  - Search for the entity you want to update or select the Legal Business Name of the entity.
  - Select “Entity Registration”.
  - Check the Physical and Mailing Addresses under “Core Data” section and “Business & TIN Information” heading.
  - Check the addresses for the Points of Contact (POCs)
    - Accounts Receivable POC
    - Electronic Business POC
    - Government Business POC
    - Electronic Business Alternate POC
    - Government Business Alternate POC
  - To change the addresses, select “Update Entity” from the Registration Details panel.
  - Update the “Points of Contact” section.
  - Select “Submit”. You should receive a submission confirmation email. If you don’t, login to the account again to double-check the changed information.
8. **Miscellaneous Updates:** Update your address with your banking institution, vendors, and, if applicable, local government for business license, as well as on your organization’s website, social media accounts, Wikipedia page, email signatures, business cards, brochures, signage, and other marketing materials.