**Credit Union Name Change Instructions**

To initiate a name change you will need to:

* Hold a vote by the Board of Directors and/or Credit Union Membership to initiate the process.
* Run a Trademark search to ensure there is no current Trademark on the name(s) you are considering.
* Following your Board or Membership vote, submit the request to our office in writing via email, (preferred), fax or US Mail indicating why the Board feels a name change is in the best interest of the credit union / members.
* Once (if) approved by our office, Amendment Forms will be sent to your credit union via email for completion, to officially change your name. If the credit union would prefer hard copies, they must provide postage (self addressed stamped envelope), or provide account information for Fed-Ex, UPS or other delivery type.
* After the vote (if passed), the Amendment Forms should be completed and submitted (email preferred) to this office, and will be forwarded to the IDFPR Director for signature and final approval.
* Following final approval, the completed forms will be sent to the credit union along with an invoice for the processing fee and a recording form, to be recorded in your counties recorder’s office.
* Once the name change is official, the credit union would need to contact the IRS, your vendors, Credit Card Companies, etc. Our office will send notification to the National Credit Union Administration (or American Share Insurance), the Federal Reserve, CUNA Mutual and the Illinois Credit Union League Office.

In addition, listed below are the suggested time frames by which tasks associated with your credit union’s name change should be completed following approval (approval is the date the Amendment is signed by the Director).

Signage immediately or within 30 days

Letterhead/Stationary Within 90 days

Share Drafts Within 180 days

Visa, Debit or ATM cards Within 12 months

Corporate Seal Within 3 months

Web / email addresses (if applicable)……Within 3 months

Submit request to:

[FPR.CreditUnion@Illinois.gov](mailto:FPR.CreditUnion@Illinois.gov)

Or

IDFPR-Credit Union Section

320 W. Washington, Suite 550

Springfield, IL 62786

Questions? Call 217-782-2834 or email [FPR.CreditUnion@Illinois.gov](mailto:FPR.CreditUnion@Illinois.gov)