

FOR INTERNAL USE ONLY	
Updated Date:	
SBE Staff:	



SMALL BUSINESS ENTERPRISE PROGRAM  
 CHARLESTON COUNTY PROCUREMENT DEPARTMENT  
 4045 Bridge View Drive, Suite B250, North Charleston, SC 29405 ♦ Phone 843.958.4750 ♦ Fax 843.958.4758

## CHANGE OF INFORMATION FORM

**\*Please check the website at [www.charlestoncounty.org](http://www.charlestoncounty.org) to verify your company's information in the SBE listing.**

Business Name:					
SBE Certification No.:					
<b>*Please indicate <i>ONLY</i> the items that need to be changed.</b>					
<input type="checkbox"/> New Physical Address:					
<input type="checkbox"/> New Mailing Address:					
<input type="checkbox"/> New Email Address:		<input type="checkbox"/> New Website:			
<input type="checkbox"/> New Phone No.:		<input type="checkbox"/> New Fax No.:			
<input type="checkbox"/> New Description of Business:					
<input type="checkbox"/> Add or Delete NAICS Codes (only 5 allowed):	<input type="checkbox"/> Add <input type="checkbox"/> Delete _____	<input type="checkbox"/> Add <input type="checkbox"/> Delete _____	<input type="checkbox"/> Add <input type="checkbox"/> Delete _____	<input type="checkbox"/> Add <input type="checkbox"/> Delete _____	<input type="checkbox"/> Add <input type="checkbox"/> Delete _____
<b>If you answer <i>YES</i> to either of the below, please submit supporting documentation.</b>					
Change in Legal Structure of the Firm:	<input type="checkbox"/> YES <input type="checkbox"/> NO Changed to: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> S-Corporation <input type="checkbox"/> LLC <input type="checkbox"/> C-Corporation <input type="checkbox"/> Joint Venture				
Change in Ownership (including changes in share distribution)?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
SIGNATURE OF MAJORITY OWNER:					
PRINTED NAME:					
DATE:					

**RETURN THIS APPLICATION WITH ANY SUPPORTING DOCUMENTATION, TO THE ABOVE ADDRESS OR YOU MAY EMAIL TO [HCHESSE@CHARLESTONCOUNTY.ORG](mailto:hchesser@charlestoncounty.org)**