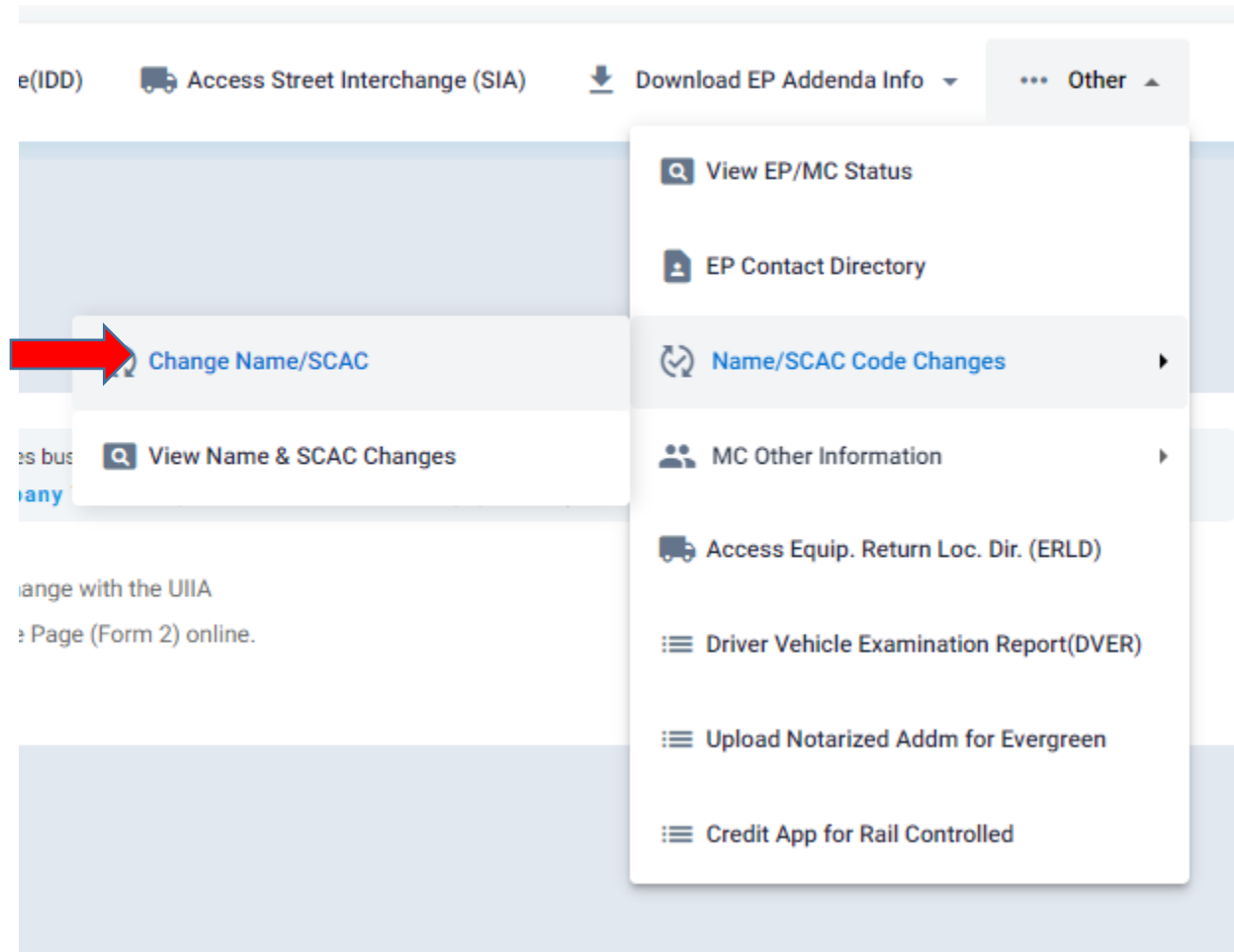


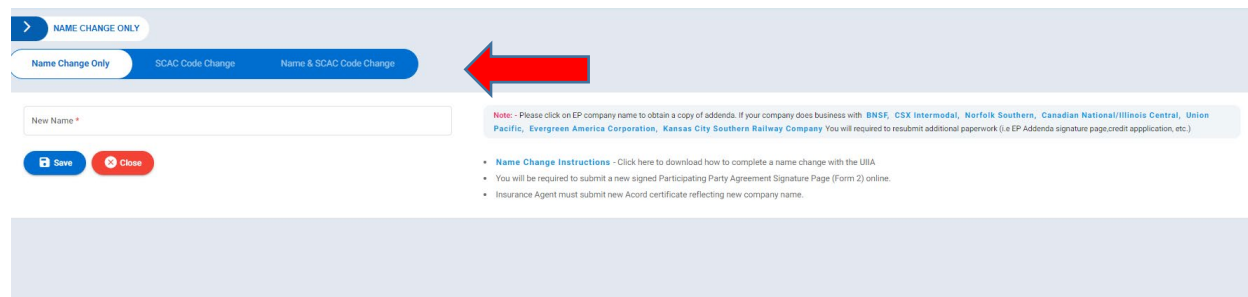
## Name Change Guide

In order to properly change your company name with the UIIA you will need to ensure you complete the following steps:

**Step 1.** While logged into your UIIA account select Change Name/SCAC.



**Step 2.** Choose whether you would like to change your company name, SCAC, or both your name and SCAC. **[See NOTE below if your company is only changing its SCAC Code.]**



**Step 3.** You will need to send a letter to [uiia@intermodal.org](mailto:uiia@intermodal.org) that requests the company name change. In addition, you will need to complete a new Participating Party Signature page (Form 2) of the UIIA. In addition, UIIA Staff will notify you when they are ready for you to log you're your account and provide the new electronic signature for your account. When you are contacted to do so, click on Electronic Acceptance/Consent under the dropdown on the right side of your home at the top of the page by your company name. Print and sign your name so we can capture your electronic signature.

**Step 4.** On the name change request page you will also download the addenda of those equipment providers you do business with and require that an addendum and/or credit application. These documents will need to be recompleted under the new company name and then sent back to our office. We will forward any credit applications to the respective equipment providers for review and approval.

**Note:** - Please click on EP company name to obtain a copy of addenda. If your company does business with [BNSF](#), [CSX Intermodal](#), [Norfolk Southern](#), [Canadian National/Illinois Central](#), [Union Pacific](#), [Evergreen America Corporation](#), [Kansas City Southern Railway Company](#) You will be required to resubmit additional paperwork (i.e EP Addenda signature page, credit application, etc.)

- [Name Change Instructions](#) - Click here to download how to complete a name change with the UIIA
- You will be required to submit a new signed Participating Party Agreement Signature Page (Form 2) online.
- Insurance Agent must submit new Acord certificate reflecting new company name.

**Step 5.** Have your Insurance Agent(s) provide us with all of your insurance under your new company name. The agent may submit the insurance online via the UIIA web portal at <https://ia.uiia.org>. The agent will log in with their own credentials.

**Step 7.** You will need to ensure that your MC/DOT numbers and SCAC are showing your new company name. Below is contact information to the NMFTA (SCAC) and the FMCSA (MC and DOT Number) for your reference:

NMFTA  
(703)838-1831  
[www.nmfta.org](http://www.nmfta.org)

FMCSA  
(800)832-5660  
[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

Please note that your name change will not be finalized until all paperwork has been approved. This includes but may not be limited to credit approval by the rails under your new company name, if applicable. If you have any questions regarding this process please feel free to contact our office via phone or email at (877)438-8442 or [uiia@intermodal.org](mailto:uiia@intermodal.org).

**NOTE: SCAC CODE CHANGE ONLY**

If your company is only changing its SCAC Code, then you will need to provide our office with only the following:

- 1) A letter on your company letterhead indicating that you are changing your SCAC Code. Must be signed by officer of the company.
- 2) Confirmation from NMFTA that the new SCAC reflects your current company name in the UIIA.