

How to change your legal or company name and address in QuickBooks?

Meta Title: How to Change Your Legal or Company Name and Address in QuickBooks?

Meta Description: Step-by-step guide to change your legal or company name and address in QuickBooks. Easily update your business information for accurate records.

It's simple to update your legal name, company name, and address in QuickBooks, which enables you to guarantee correct business data. You can quickly alter your name and address by following a few easy procedures, maintaining the accuracy of your financial records, and presenting a credible front to clients and stakeholders.

Learn how to change your legal or company name and address in QuickBooks by following the below steps:

Step 1: Select **Company**, and then click on **My Company**.

Step 2: The window containing the company details appears when you click the edit icon in the upper-right corner.

Step 3: If your company name or address has changed, make sure you enter the correct information in the **Contact Information** section.

Step 4: To update the address or legal name of your company, click **Legal Information** on the left and complete the necessary information.

Step 5: Select **OK**.

Benefits:

Here're the 2 benefits of changing your legal or company name and address in QuickBooks:

- **Accurate Business Information:** Updating your legal name and address guarantees that your QuickBooks records reflect the most up-to-date and correct information, protecting the integrity of your financial data.
- **Professional Image:** Giving clients, vendors, and other stakeholders the accurate legal or business name and address in your QuickBooks papers and correspondence projects a professional image that improves your reputation.

Conclusion:

You get accurate records, regulatory compliance, a credible image, smooth financial procedures, faster correspondence, better financial analysis, and simpler tax preparation by changing your legal or business name and address in QuickBooks.

If you're still having trouble changing your legal or company name and address in QuickBooks and need more help, feel free to contact us at +1-855-223-4887.