Record a corporate name change

Use this dialog (called Mutual Fund Name Change if you're using it from a Single Mutual Fund account) to change the name of the security after a corporate name change.

When corporations make changes, the stocks of these companies can be affected in several ways. A corporate name change can cause the name of the security to change, so you may need to change the security's ticker symbol in addition to filling out the Corporate Name Change dialog.

1. Open the account you want to use.
2. Click **Enter Transactions**.
3. In the **Enter Transaction** list, select **Corporate Name Change**.
4. Follow the on-screen instructions.

Notes

If you download investment transactions from your broker, and if one of your holdings experiences a corporate name change:

- Your broker may handle this as two transactions—a **ShrsOut** of the old name and **ShrsIn** of the new name.
- Either don't accept these transactions when you download, or delete them (in sequential order) when you reconcile the account. This is to ensure that your lot information remains accurate, and that the lot opening date is recorded as the date you actually purchased the shares (not the date of the name change).
- The old corporate name is captured in the Security name field, but this does not appear in your transaction list because from now on the new name will be shown instead. To see the old corporate name in your transaction list, make a note of it in the Memo field.

Watch for these related changes:

- A corporate spin-off can require shares of the new company to be issued to those who own shares of the original company.
- A corporate acquisition can involve stock swaps.