

INSTRUCTIONS FOR SUBMITTING A NAME RESERVATION

The following statutes set forth the name requirements for the respective types of financial institutions and limit the use of certain words by any entity other than a bank, savings & loan association, or savings bank:

<u>Type of Institution</u>	<u>Ohio Revised Code Section</u>
Commercial Bank	1101.15, 1103.07
Savings & Loan Association	1151.07
Savings Bank	1161.09

To reserve one or more names for use by a bank, savings & loan association, or savings bank, submit the following to the Division of Financial Institutions:

1. A letter stating the purpose of the name reservation.
2. A completed Name Reservation form 534B from the Ohio Secretary of State's web site.
3. A **SEPARATE** check, payable to the Ohio Secretary of State, in the amount of \$50.00 for **EACH** proposed name.

Upon receipt of a name reservation request, the Division will verify the proposed name is not already in use or reserved. If the name is available for use by the applicant and satisfies the applicable statutory requirements, the Superintendent of Financial Institutions will approve the application and file it with the Ohio Secretary of State under § 1701.05 of the Ohio Revised Code, at which point the applicant will have the exclusive right to use the specified name for a period of 180 days. The Division will inform the applicant in writing of the approval of the name reservation.

To ascertain the availability of a proposed name, please contact Corporate Activities Specialist Anika Parker at the Division of Financial Institutions by mail or e-mail (anika.parker@dfi.com.state.oh.us).

[Download PDF Version of form 534B](#) 

[Download Excel Version of form 534B](#) 