

Notice of Change for a Business and/or Tax Account

NOTE: Do NOT use this form to register a new business or a new sales location. See instructions on page 4.

Account Information

Provide your current account information on file with the Tax Commission.

Business name (if sole proprietor, your name):

Enter your Utah tax account number:

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If you are a sole proprietor, enter your SSN:

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All others, enter your Federal EIN:

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Contact Information

If we cannot identify your business we may try to contact you. Provide your contact info here.

Your name:

Phone numbers

Daytime:

Cell:

Email address:

PART A CHANGE BUSINESS INFORMATION

Use Part A to change information for your WHOLE BUSINESS.

If you want to close or change only a sales location/outlet, skip to page 3 and use Part B.

Account Type(s) to Change

Mark only the tax account(s) affected by this change.

Fuel Taxes

- Aviation fuel
- Compressed natural gas
- Environment assur. fee
- Hydrogen
- Liquefied natural gas
- Motor fuel
- Special fuel supplier

Sales Taxes

- E-911 emergency svcs.
- Energy
- Locomotive fuel
- Lubricating oil
- Multi-channel video/audio
- Municipal telecom
- MV rental tax
- Prepaid disp. cell phones

- Restaurant tax
- Sales and use tax
- Sexually explicit business
- Transient room
- Waste tire

Property Taxes

- Centrally assessed
- Railcar

Other Taxes

- Beer tax
- Brine shrimp
- Corporate/partnership
- Gross receipts
- Insurance premium
- Mining severance
- Oil & gas conservation
- Oil & gas severance

- Radioactive waste
- Self-insurer's
- Tobacco, cigarette, e-cig
- Withholding (employer)
- Withholding mineral prod.
- IFTA
- Special Fuel User

PART A continued next page

PART A continued from page 1

Business Change Details

A1. Close your account

WARNING: Entering a date here will close your whole tax account.
To close only a sales outlet, use Part B.

Business closure date.

Do you understand all account types marked on page 1 will be closed? Yes: No:

Account Closure Requirements

- If you are closing a corporate account, attach a copy of your Articles of Dissolution from the Utah Dept. of Commerce.
- You must file all tax returns for periods during which the account(s) was open.

A2. Change an address

WARNING: Changing an address here will NOT change the address of a sales tax outlet/location. To do that, use Part B.

NEW address

City: State: ZIP:

Is this your corporate office address? Yes: No:

Is this your mailing address? Yes: No:

A3. Report a new phone number(s)

Day: Evening: Cell:

A4. Change or add an email address

We will send all electronic mail to this address.

NEW email address

A5. Change your DBA/Business name

Attach Dept. of Commerce Articles of Incorporation (unless you are a sole proprietor).

NEW name

What name is this? Legal business name: DBA:

A6. Add/remove an officer/owner

Attach Dept. of Commerce Change Form.

Add (name and address): SSN:

Add (name and address): SSN:

Remove:

A7. Other business change

Explain:

PART B CHANGE AN OUTLET/LOCATION

Use Part B to change or close an existing outlet/location where you make sales.

Outlet/location to Change

If you are changing or closing a **SALES TAX outlet**, enter the outlet number
(the outlet number is printed on the sales tax license)

Sales tax outlet number

If you are changing or closing a **TRANSIENT ROOM outlet**, enter the outlet number
(the outlet number is printed on the sales tax license)

Transient room outlet number

If you are CLOSING a **CIGARETTE/TOBACCO outlet**, enter the license number
→ To change the address of a cigarette/tobacco outlet, log into TAP.

Cigarette/tobacco license number

If you are CLOSING an **E-CIGARETTE outlet**, enter the license number
→ To change the address of a cigarette/tobacco outlet, log into TAP.

E-cigarette license number

If you need to change more than one outlet, attach extra sheets in this format.

B1. Close the outlet/location

Closure Date

B2. Change a sales or transient room outlet/location's address

Do NOT use this form for a cigarette/tobacco or e-cigarette address. Instead, go to tap.utah.gov and click "Apply for a tax account(s) - TC69"

Prior physical address

City: State: ZIP:

NEW physical address

City: State: ZIP:

B3. Change the outlet/location's phone number

New number

B4. Other outlet/location change

Explain

Authorized Signature

This form will be rejected without a signature.

Applicant or Owner: SIGN HERE 

Date:

TC-69C Instructions

Use this form to report changes to an existing business already registered with the Tax Commission.

You can change your mailing address and close accounts online. Log into your tax account at tap.utah.gov.

Do not use this form to register a new business. Instead, go to tap.utah.gov, "Apply Online" section, "Apply for a tax account(s) - TC-69". Or use this QR Code and follow the instructions:



To register a **new sales outlet/location** for an existing sales tax account, use form TC-69B.

Get forms online at tax.utah.gov/forms

Form Instructions

Account Information

Provide your account information that is currently on file with the Tax Commission. We use this information to find your account.

Contact Information

If we cannot find your account we will try to contact you. We may also contact you if we need more information to complete any of the actions on this form.

Part A

Use Part A to change information for your whole business. If you are only trying to change information for a single outlet/location where you make sales, skip Part A and use Part B on page 3.

Account Type(s) to Change

Mark the box for each account type affected by the change you are reporting.

Business Change Details

Provide all the information about the changes you are making to your business account with the Tax Commission. Use Section A7, *Other Business Change*, to request a change not shown on this form.

Part B

Use Part B to change or close a single outlet/location where you make sales.

If you need to change or close more than one outlet/location, attach additional sheets following this format.

WARNING: Do not use this form to change the address of a cigarette/tobacco or e-cigarette outlet. To do that, go to tap.utah.gov and click on "Apply for a tax account(s) - TC-69".

Authorized Signature

Sign and date. We will not process this form without an authorized signature.

Return Form

Return this form to:

Master Records
Utah State Tax Commission
 210 N 1950 W
 Salt Lake City, UT 84134-3310

or fax to 801-297-3573.

If you need an accommodation under the Americans with Disabilities Act, email taxada@utah.gov, or call 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.