

# Form CT-8822C

## Corporation Business Tax Change of Address

– See Instructions on Reverse –

### Purpose of Form:

Use **Form CT-8822C** to notify the Connecticut Department of Revenue Services (DRS) of a change in the physical location or mailing address of the corporation. Check the appropriate box and enter below any change to the corporation's physical location or mailing address.

Check **ALL** boxes this change affects:

- Change in Physical Location  
 Change in Mailing Address

Connecticut Tax Registration Number
Federal Employer Identification Number
Effective Date of Change: / /

Corporation Name			
Old Physical Address (Number and Street )	City	State	ZIP
Old Mailing Address (Number and Street or PO Box)	City	State	ZIP
New Physical Address (Number and Street)	City	State	ZIP
New Mailing Address (Number and Street or PO Box)	City	State	ZIP
Daytime Telephone Number ( <i>optional</i> ) ( )		Email ( <i>optional</i> )	
Corporate Officer's Name ( <i>print</i> )			Date
Signature			
Title			

**Mail to:** Department of Revenue Services  
Registration Unit  
PO Box 2937  
Hartford CT 06104-2937

# Form CT-8822C

## Instructions

### Required Information

Enter in the spaces provided the corporation's Connecticut Tax Registration Number and Federal Employer Identification Number.

Check the corresponding box identifying the reason for the change.

Enter the old physical or mailing address of the corporation and enter the new physical location or mailing address of the corporation.

Enter the effective date of the change.

Any change in ownership requires a new Connecticut Tax Registration Number.

### Signature

Print and sign your name, enter your title, and the date. This form must be signed by an officer of the corporation.

### Others Who May Sign

Anyone with a signed Power of Attorney on file may sign on behalf of the principal officer (including attorneys, accountants, and enrolled agents). If you are a representative signing for the taxpayer, attach a copy of your Power of Attorney to **Form CT-8822C**.

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Registration Unit  
PO Box 2937  
Hartford CT 06104-2937

### File Electronically Through the Taxpayer Service Center (TSC)

The **TSC** is a self-service interactive tool that can be accessed through the Connecticut Department of Revenue Services (DRS) website for a free, fast, easy, and secure way to conduct business with DRS. Taxpayers can access the **TSC** to file tax returns, pay Connecticut tax responsibilities, and update account information, such as a change of address, electronically. If you file electronically, you do not have to mail in paper Form CT-8822C. Visit the DRS website at **www.ct.gov/DRS**, click on the **TSC** logo, and follow the instructions.



### Further information

For further information, contact the DRS Registration Unit at 860-297-4885.