

**REQUEST FOR CHANGE**  
New Booklets Will Be Issued  
for Account Number Changes Only

**WREQ**

<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">ACCOUNT NUMBER</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">BUSINESS NAME AND ADDRESS</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">ACCOUNT NUMBER CHANGE <div style="text-align: center;">1</div></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">EFFECTIVE DATE <div style="text-align: center;">2</div></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">REASON FOR CHANGE <div style="text-align: center;">3</div></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><b>4 CORRECT BUSINESS LOCATION ADDRESS</b></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">NAME</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">ADDRESS</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><div style="display: flex; justify-content: space-between;"><div>CITY</div><div>STATE</div><div>ZIP CODE</div></div></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><b>5 CORRECT MAILING ADDRESS IF DIFFERENT FROM ABOVE</b></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">NAME</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">ADDRESS</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><div style="display: flex; justify-content: space-between;"><div>CITY</div><div>STATE</div><div>ZIP CODE</div></div></div>
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AUTHORIZED SIGNATURE

DATE

TELEPHONE NUMBER

E-MAIL ADDRESS

(Revised 10/12/04)

## Withholding Request for Change Form

Use this form to make corrections or changes to your name, address, account number or taxable year-ending date. Also use this Request for Change form if you have gone out of business and indicate the date your business ceased operations.

**! Please Note:** The Withholding Request for Change form only makes changes to your withholding account in our Business Master File. If you need to make similar changes to your Corporate, Sub S Corporate and/or License accounts, please complete the Corporate Request for Change form, the Sub S Corporate Request for Change form or the License Request for Change form respectively for each type of tax.

## Step-by-Step Instructions

Step 1: Please enter your information as it appears on the Division of Revenue's current records

**Box A. Account Number** – Please enter the Federal Tax Identification Number that the Delaware Division of Revenue currently has on file for you.

**Box B. Business Name and Address** – Please enter the business name and location address that the Delaware Division of Revenue currently lists as your business name and location address.

Step 2: Fill-in any fields you wish to change on the Request for Change form below

**Field 1. Account Number Change** – If you wish to change the information in Box A, please enter your correct account number in Field 1. Otherwise, leave Field 1 blank.

**Field 2. Effective Date** – Please enter the date you would like this Request for Change form to go into effect.

**Field 3. Reason for Change** – Please enter the reason you are submitting this Request for Change form (i.e. out of business, incorporated, moved).

**Field 4. New Business Location Address** – If you wish to change the information in Box B, please enter your correct location address in Field 4. Otherwise, leave Field 4 blank.

**Field 5. New Mailing Address** – Please enter your correct business mailing address.

Step 3: Sign and date the form. Mail to the address listed on the form or fax to 302-577-8203.

If you have any questions, please call the Delaware Division of Revenue Business Master File Section at 302-577-8778.