


**INSTRUCTIONS FOR REV-854  
PA CORPORATE TAX EIN/TAX YEAR/ADDRESS CHANGE COUPON**

**NOTE:** You may make these account updates electronically through e-TIDES at [www.etides.state.pa.us](http://www.etides.state.pa.us)

- 1. Enter account information** including Revenue ID, employer identification number (EIN), corporation name, current tax year begin, current tax year end and complete mailing address.
- 2. Enter changes** in account information on the right-hand side of the coupon including EIN, tax year begin, tax year end, and address. If the address has changed, enter the entire new address on the form. Do not use this coupon to change a corporation name. Call the Department of State, Corporation Bureau at 717-787-1057 (Option 4) and speak to a customer service representative for change of name information.
- 3. Signature, title, date, email address and telephone number** must be provided by a representative of the corporation.
- 4. Mail coupon to:**

PA DEPARTMENT OF REVENUE  
327 WALNUT ST FL 3  
PO BOX 280701  
HARRISBURG PA 17128-0701

**PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THIS COUPON.  
DETACH HERE BEFORE MAILING**

 <b>pennsylvania</b> <small>DEPARTMENT OF REVENUE BUREAU OF CORPORATION TAXES</small>		REV-854 CT (05-16) (FI) <b>PA CORPORATE TAX REV-854 EIN/TAX YEAR/ADDRESS CHANGE</b>	<b>DEPT USE ONLY</b>
Corporation Name <input style="width: 90%;" type="text"/>		Revenue ID <input style="width: 100%;" type="text"/>	
Current EIN <input style="width: 100%;" type="text"/>	Current Tax Yr Begin <input style="width: 100%;" type="text"/>	Current Tax Yr End <input style="width: 100%;" type="text"/>	New EIN <input style="width: 100%;" type="text"/>
New Tax Yr Begin <input style="width: 100%;" type="text"/>		New Tax Yr End <input style="width: 100%;" type="text"/>	
Current Street Address First Line <input style="width: 90%;" type="text"/>		New Street Address First Line <input style="width: 90%;" type="text"/>	
Current Street Address Second Line <input style="width: 90%;" type="text"/>		New Street Address Second Line <input style="width: 90%;" type="text"/>	
Current City <input style="width: 80%;" type="text"/>	C. State <input style="width: 20%;" type="text"/>	Current ZIP <input style="width: 60%;" type="text"/>	New City <input style="width: 80%;" type="text"/>
N.State <input style="width: 20%;" type="text"/>		New ZIP <input style="width: 60%;" type="text"/>	
Signature <input style="width: 90%;" type="text"/>		Title <input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>
Email <input style="width: 90%;" type="text"/>		Telephone <input style="width: 90%;" type="text"/>	