



**REV-854** (TR) 08-17  
**FEIN/TAX YEAR/ADDRESS CHANGE**

**INSTRUCTIONS FOR REV-854 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, \*Federal Employer Identification number (FEIN), 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 FEIN, 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.

\* If you are updating the Federal Employer Identification Number (FEIN), the REV-854 must be accompanied by the FEIN "assignment letter" issued by the IRS.

Fax or email to:

Fax: 717-787-3708

Email: [ra-btftregisfax@pa.gov](mailto:ra-btftregisfax@pa.gov)

**PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THIS COUPON.**

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**EIN/TAX YEAR/ADDRESS CHANGE**

DEPT USE ONLY

Corporation Name

Revenue ID

Current EIN

Current Tax Yr Begin

Current Tax Yr End

New EIN

New Tax Yr Begin

New Tax Yr End

Current Street Address First Line

New Street Address First Line

Current Street Address Second Line

New Street Address Second Line

Current City

C. State Current ZIP

New City

N.State New ZIP

Signature

Title

Date

Email

Telephone