

Business Account Update Form

Current Business Information:

Legal Name Federal Employer ID Number Social Security Number

Mailing Address City State Zip Code

Phone Number

Updated Business Information: **Apply to: Sales Tax** **Use Tax** **Employer Withholding**

Commercial Activity Tax **Financial Institutions Tax** **Petroleum Activity Tax** **Wireless 911**

Legal Name DBA Name

Primary Company Address City State Zip Code

Mailing Address City State Zip Code

Effective date of changes: NAICS:

Transfer of Vendor's License Within Same County (Only applies to county vendor's licenses beginning with 01-88):

New Location Address City State Zip Code

Vendor's License No. Effective Date:

Cancel Account: Sales, Use, Employer Withholding		CAT, FIT, PAT, E911 (to cancel/reactivate – see instructions on page 2, additional information required)	
Ohio Tax ID Number	Effective Date of Closure	Ohio Tax ID Number	Effective Date of Closure
Ohio Tax ID Number	Effective Date of Closure	Ohio Tax ID Number	Effective Date of Closure
Ohio Tax ID Number	Effective Date of Closure	Ohio Tax ID Number	Effective Date of Closure

Authorized Signature:

An owner or officer of the business requesting account updates, or cancellation, must complete this step. If you have been appointed as a representative for the taxpayer, you must attach a copy of your Declaration of Tax Representative Form (Form TBOR-1) that specifically states your authorization to request the updates from the Ohio Department of Taxation.

Disclosure Authorization: If a requestor is a third-party taxpayer representative, a completed form TBOR-1 must be included or your request will not be processed.

Name _____
Signature

Title _____
Date



Business Account Update Form Instructions and Additional Information

If information regarding your business needs updated, please provide the new information in the **Updated Business Information** section and check the appropriate boxes for each type of tax account. You may update the legal name, DBA name, primary address, mailing address, and the NAICS code (North American Industry Classification System).

If you have an existing fixed place of business and are moving to a new location **not within the same county, you must cancel your vendor's license** and obtain a new vendor's license. You may obtain the new vendor's license from the county auditor where your new place of business is located or apply online at Ohio Business Gateway (business.ohio.gov). If your new location **is** within the same county, you are **not required** to obtain a new vendor's license; however, you must complete this form to update your information with the Ohio Department of Taxation.

If you hold a permit issued by the Ohio Department of Commerce, Division of Liquor Control, the vendor's license and permit must have the identical name and address as shown on the permit. If you move to a new location within the same county, **you must contact the Ohio Department of Commerce, Division of Liquor Control, to have the permit transferred to the new location address.** The Department of Taxation will not issue a transfer of license until we have been notified by the Ohio Department of Commerce, Division of Liquor Control, that the permit has been transferred.

You may utilize this form to cancel accounts associated with: sales tax, use tax, employer withholding, commercial activity tax, financial institutions tax, petroleum activity tax, and/or wireless E911. **If you have more accounts that need updated/canceled, please send a supplemental list of account numbers.**

Please complete the following section if you are cancelling the following accounts: Commercial Activity Tax, Petroleum Activity Tax, and/or Financial Institutions Tax

Reason for cancellation:

Taxable Gross Receipts < \$150,000 (CAT only)

Bankruptcy – Case Number:

Business Closed

Organizational Change – New FEIN:

Sold/merged business – Business sold to or was merged with the following:

Name:

Address:

FEIN:

CAT #:

Please complete the following section if you are cancelling the following accounts: Wireless 911

Reason for cancellation:

Business Closed

No longer collecting wireless 911 charges

Reactivate CAT Account:

Please reactivate my CAT account effective:

Reason for reactivation:

Gross receipts greater than \$150,000

Other

If other, please explain: