



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

- 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

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THIS COUPON.

REV-854 (TR) 08-17		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			