

**SECTION I.** If your EIN was changed by the IRS, you must complete a new registration form (PA-100). SALES/USE TAX, PTA, VRT AND CIGARETTE DEALER'S LICENSES ARE NON-TRANSFERABLE.

EXISTING TAX ACCOUNT ID	ENTITY ID (EIN/SSN)	CORRECT ENTITY ID (EIN/SSN)	CURRENT FILING STATUS	CHANGE FILING STATUS TO: (CHECK ONLY ONE - MORE FREQUENT FILING STATUS ONLY)
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SALES:  MONTHLY  QUARTERLY  
 EMPLOYER:  SEMIMONTHLY  MONTHLY  
 SEMIWEEKLY

**SECTION II.** EXISTING LEGAL NAME/TRADE NAME/ADDRESS NEW LEGAL NAME/TRADE NAME/ADDRESS

LEGAL NAME _____	LEGAL NAME _____
TRADE NAME _____	TRADE NAME _____
PRIMARY _____	PRIMARY _____
ADDRESS _____	ADDRESS _____
LOCATION _____	LOCATION _____
ADDRESS _____	ADDRESS _____
(NO PO BOX) _____	(NO PO BOX) _____
MAILING _____	MAILING _____
ADDRESS _____	ADDRESS _____

**SECTION III.** ADD LOCAL SALES TAX

COUNTY: \_\_\_\_\_ DATE OF FIRST SALE IN COUNTY: \_\_\_\_\_  
 MONTH DAY YEAR

ALLEGHENY \_\_\_\_\_  
 PHILADELPHIA \_\_\_\_\_

**SECTION IV.** OTHER TAX CHANGES

TYPE OF TAX: \_\_\_\_\_ ACCOUNT ID NUMBER: \_\_\_\_\_

SALES/USE TAX \_\_\_\_\_  
 EMPLOYER TAX \_\_\_\_\_  
 PTA TAX \_\_\_\_\_  
 VRT \_\_\_\_\_  
 CIGARETTE \_\_\_\_\_

**SECTION V.** INDIVIDUAL OWNER(S), PARTNER(S) OR CORPORATE OFFICER(S) RESPONSIBLE FOR RETURN INFORMATION. Ownership change requires a new registration (PA-100).

NAME	SSN	NAME	SSN
FAX OR EMAIL TO: FAX :717-787-3708 EMAIL: RA-BTFTREGISFAX@PA.GOV	DATE	DAYTIME TELEPHONE EXT.	SIGNATURE/TITLE
			EMAIL ADDRESS

## INSTRUCTIONS FOR COMPLETING THE TAX ACCOUNT INFORMATION CHANGE/CORRECTION FORM (REV-1705)

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This form is to be used to report Entity ID (federal EIN/SSN), business name, address corrections, a change to a more frequent filing status and/or to register to collect and remit local sales tax. This form may also be used to change/correct information for other business taxes. Sales/use tax, PTA, VRT and cigarette dealer's licenses are non-transferable. **E-TIDES users may make changes directly to their accounts at [www.etides.state.pa.us](http://www.etides.state.pa.us) using the Enterprise Maintenance function.**

### SECTION I.

Enter your eight-digit Account ID Number. Update your federal EIN if it has been changed by the Internal Revenue Service. A new registration form (PA-100) must be completed if you have received a new EIN. To change to a more frequent filing status, check the appropriate block for sales tax or employer withholding. **A change in filing status will be effective only at the beginning of a filing period.**

### SECTION II.

Complete this section if your legal and/or trade name changed or if correcting an error. However, if your legal and/or trade name changed as a result of a business reorganization (e.g., incorporation or a change in ownership), a new registration form (PA-100) must be completed. If the Primary, Location and/or Mailing Address changed, complete this section. **A Post Office Box is not acceptable for a physical location.**

### SECTION III.

If a business opens a new location in Allegheny and/or Philadelphia county(ies), and it does not currently report the local sales tax for that/these county(ies), complete this section. Enter the date(s) of the first sale from either one or both counties, if applicable.

### SECTION IV.

If changing information for other taxes, check the appropriate box and enter the corresponding Account ID Number(s).

### SECTION V.

If there are changes to the individual owner(s), partner(s), or corporate officer(s) responsible for return information, complete this section.

**If the owner(s), partner(s), or corporate officer(s) changed as a result of the restructure of a business (e.g., incorporation or a change in ownership), a new registration form (PA-100) must be completed to obtain a new Account ID Number(s).**

### SIGN AND DATE THE FORM

Include a daytime telephone number and title. Fax or Email the completed form to:

Fax: 717-787-3708

Email: RA-BTFTREGISFAX@PA.GOV

### REGISTRATION METHODS

To obtain a PA Enterprise Registration Form, PA-100, visit **[www.PA100.state.pa.us](http://www.PA100.state.pa.us)** or call the department's Forms Ordering Service at 1-800-362-2050. Service for Taxpayers with Special Hearing and/or Speaking Needs 1-800-447-3020 (TT only).