

Business Name

Federal Identification number

Trade Name

Central Registration Number

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**OLD ADDRESS**

Mailing Address - Line 1

Mailing Address - Line 2 (PO Box, Apt No., Suite No.)

City or Town

State

ZIP Code

Telephone number

Fax number

Email address

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**NEW ADDRESS**

Current Mailing Address - Line 1

Current Mailing Address - Line 2 (PO Box, Apt No., Suite No.)

City or Town

State

ZIP Code

Telephone number

Fax number

Email address

Please update my address information per the information above. I certify that the foregoing information is true, correct and accurate to the best of my knowledge.

Print name

Title (Owner, Partner or Officer)

Signature

Date

**General Information**

You can use Form 109-B to notify the Comptroller of Maryland that you have changed your business mailing address. If you have changed both your home and business mailing addresses, please submit Form 109-B along with Form 109-I.

**Filling out Form 109-B**

- Please print using blue or black ink.
- Enter OLD address information in the first section; enter NEW address in the second section.
- Be sure to include any apartment, room, or suite number information using the common designators as shown below.

**Common Designators**

The most common unit designators are:

Apartment	APT
Building	BLDG
Floor	FL
Suite	STE
Unit	UNIT
Room	RM
Department	DEPT

- Only enter P.O. Box information if your post office does not deliver mail to your street address.
- Do not use “#” signs or other special characters, except the dash in the “ZIP code” field when a 9-digit (+4) ZIP is used.
- Please remember to sign and date the form prior to submission.

**For more information**

Visit [www.marylandtaxes.gov](http://www.marylandtaxes.gov) or call Taxpayer Services Division at 410-260-7980 in Central Maryland or 1-800-638-2937 from elsewhere. For the hearing impaired: Maryland Relay Service 711.

**Mail to:**

**COMPTROLLER OF MARYLAND  
REVENUE ADMINISTRATION DIVISION  
TAXPAYER IDENTIFICATION  
PO BOX 549  
ANNAPOLIS MD 21404**