



Address changes and account closures may be reported electronically on the Maine Tax Portal (MTP) at revenue.maine.gov. Otherwise, complete this form to report a change to your withholding account. Incomplete forms will not be processed.

Mail to: Maine Revenue Services, Taxpayer Assistance P.O. Box 1057, Augusta, ME 04332-1057

Fax: 207-287-6975 Email: taxpayerassist@maine.gov

Step 1

Identify your business as currently on file with Maine Revenue Services.

Current Legal Name: \_\_\_\_\_ DBA: \_\_\_\_\_
Current Address: \_\_\_\_\_
Current Phone Number: \_\_\_\_\_
Withholding Account Number: \_\_\_\_\_

Step 2

List your new contact information; enter only if different from current information.

New Legal Name: \_\_\_\_\_ New DBA: \_\_\_\_\_
New ATTN Line: \_\_\_\_\_
New Address: \_\_\_\_\_
New Email Address: \_\_\_\_\_ (PRINT CLEARLY)
New Phone Number: \_\_\_\_\_ Effective Date of Change \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTE: Do not enter a payroll processor's address or other contact information here.

Step 3

Request to cancel account. (Do not report cancellation for a seasonal shutdown period.)

Reason for Cancellation. Check the appropriate box:
[ ] Business Closed (Do not include a seasonal or temporary business closure.)
[ ] Business Sold to: Name: \_\_\_\_\_ FEIN: \_\_\_\_\_
Address: \_\_\_\_\_ Phone: \_\_\_\_\_
Date Business Sold: \_\_\_\_/\_\_\_\_/\_\_\_\_
[ ] Other \_\_\_\_\_
Date the business no longer had employees \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of last payroll \_\_\_\_/\_\_\_\_/\_\_\_\_

Step 4

Sign and mail your report.

Under penalties of perjury, I certify that the information contained on this form is true and correct.
Print Name: \_\_\_\_\_
Signature: \_\_\_\_\_ Title: \_\_\_\_\_
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Daytime Phone: \_\_\_\_\_

For Paid Preparers Only

Paid Preparer's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
Firm's Name (or yours if self-employed): \_\_\_\_\_ Phone: \_\_\_\_\_
Address: \_\_\_\_\_
FEIN/SSN: \_\_\_\_\_ Maine Payroll Processor License Number: \_\_\_\_\_

**Form 941BN-ME**  
**Maine Income Tax Withholding**  
**Business Change Notification**

**Specific Instructions**

- Step 1.** Enter the current legal name, DBA name (if applicable), address, phone number, and withholding account number of the business.
- Step 2.** Complete this step only if you are updating the legal business name, DBA name, or contact information on file for the withholding account. Enter the updated information and the effective date of the change, as applicable. If no changes are necessary, leave blank. Verification from the Internal Revenue Service or Secretary of State is required to support a legal name change.
- Note:** Do not include the name or contact information of a third party (e.g., a payroll processor) in this section.
- Step 3.** Complete this step to cancel the withholding account. Select the appropriate cancellation reason by checking the corresponding box and complete the related fields. Do not report a seasonal or temporary business closure as a cancellation. Completing this section will only close the withholding account and will not result in the closure of the business.
- Step 4.** A wet signature of the owner, corporate officer, or designated business contact is required for processing. Typed or digital signatures will not be accepted. A valid Form 2848-ME Power of Attorney must be on file with Maine Revenue Services to authorize a paid preparer to sign on behalf of the business. If a valid Power of Attorney is not maintained on file for the paid preparer signing the form, Form 941BN-ME will be deemed invalid and will not be processed.