

## Notice of Change for a Business and/or Tax Account

→ **NOTE:** To register a NEW business, see instructions (page 3)

### 1 – General Information

This section is required. Provide your CURRENT information on file with the Tax Commission.

**1a. Social Security Number (SSN)**  
(required for individual sole proprietor)

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Federal Employer Identification Number (EIN)**  
(required for all business types other than sole proprietor)

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**1b. Utah tax account number**

\_\_\_\_\_ - \_\_\_\_\_

**1c. Name of Legal Entity - PRINT** If you are a **sole proprietor**, write your name here

Daytime phone number      Cell phone number

Legal entity's street address (before any changes)	City	County	State	Foreign country (if not U.S.)	ZIP Code
Legal entity's mailing address (before any changes)	City	County	State	Foreign country (if not U.S.)	ZIP Code
Business website address (URL)		Email address			

### 2 — Account Changes

• To change the physical address of an outlet/location, use Sections 5 and 6.

**2a. New phone number(s)**

Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

**2b. Change or add email address:**

*The Tax Commission will send all electronic mail to this address.*

New email address: \_\_\_\_\_

**2c. Change DBA/Business name:**

DBA       Legal business name

Mark here and attach *Dept. of Commerce Articles of Incorporation* (not required for sole proprietors)

New name: \_\_\_\_\_

**2d. Add/remove officer/owner:**

Mark here and attach *Dept. of Commerce Change Form*.

Add (name and address): \_\_\_\_\_

SSN: \_\_\_\_\_

Remove: \_\_\_\_\_

**2e. Other – explain:** \_\_\_\_\_

### 3 — Account Type to Change

**Mark only the accounts affected by this change; submit additional copies of this form as needed.**

<input type="checkbox"/> Beer tax	<input type="checkbox"/> Special fuel supplier	<b>Sales Taxes</b>	<input type="checkbox"/> Sales and use tax
<input type="checkbox"/> Brine shrimp	<input type="checkbox"/> Gross receipts	<input type="checkbox"/> E-911 emergency svrcs.	<input type="checkbox"/> Sexually explicit business
<input type="checkbox"/> Corporate/partnership	<input type="checkbox"/> Insurance premium	<input type="checkbox"/> Energy	<input type="checkbox"/> Transient room
<b>Fuel Taxes</b>		<input type="checkbox"/> Locomotive Fuel	<input type="checkbox"/> Waste tire
<input type="checkbox"/> Aviation fuel	<input type="checkbox"/> Mining severance	<input type="checkbox"/> Lubricating oil	<input type="checkbox"/> Self-insurer's
<input type="checkbox"/> Compressed natural gas	<input type="checkbox"/> Oil & gas conservation	<input type="checkbox"/> Multi-channel video/audio	<input type="checkbox"/> Tobacco, cigarette, e-cigarette
<input type="checkbox"/> Environment assur. fee	<input type="checkbox"/> Oil & gas severance	<input type="checkbox"/> Municipal telecom	<input type="checkbox"/> Withholding (employer)
<input type="checkbox"/> Hydrogen	<input type="checkbox"/> Radioactive waste	<input type="checkbox"/> MV rental tax	<input type="checkbox"/> Withholding mineral production
<input type="checkbox"/> Liquefied natural gas	<b>Property Taxes</b>	<input type="checkbox"/> Prepaid disp. cell phones	<input type="checkbox"/> International Fuel Tax Agreement
<input type="checkbox"/> Motor fuel	<input type="checkbox"/> Centrally assessed	<input type="checkbox"/> Restaurant tax	<input type="checkbox"/> Special Fuel User
	<input type="checkbox"/> Railcar		

## 4 – Account Closure

- *To close only a single sales outlet/location, use Section 6.*
- *A corporation must withdraw or dissolve its business through the Utah Dept. of Commerce. To close a corporate account, provide a copy of your Articles of Dissolution.*
- *You must file all tax returns for periods during which the account(s) was open.*

→ Closure date: \_\_\_\_\_

Close all accounts marked in Section 3 (above)

## 5 – Address Change

**Mark all that apply:**

**Corporate office / legal entity's street address**  
*Your business offices (if any).*

**Mailing address**  
*The address you want to receive all written communications for this account.*

→ **NEW Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

## 6 — Outlet/Location Changes and Closure

**If changing more than one outlet/location, attach additional sheets in this format.**

- To add NEW SALES TAX or TRANSIENT ROOM outlets/locations, use form TC-69B.
- To add NEW CIGARETTE, TOBACCO or E-CIGARETTE outlets/locations, use forms TC-69 and TC-69TOB.

► Prior physical street address for this sales tax outlet/location				Phone
City	County	State	ZIP code	
► New physical street address for this sales tax outlet/location				Phone
City	County	State	ZIP code	

**Close sales tax outlet/location** ..... Closure date: \_\_\_\_\_  
Outlet/location number: \_\_\_\_\_  
(The outlet/location number is printed on the sales tax license.)

**Close transient room outlet/location** ..... Closure date: \_\_\_\_\_  
Outlet/location number: \_\_\_\_\_  
(The outlet/location number is printed on the sales tax license.)

**Close cigarette/tobacco license outlet/location . . .** Closure date: \_\_\_\_\_

License number: \_\_\_\_\_

**Close e-cigarette license outlet/location. . . . .** Closure date: \_\_\_\_\_

License number: \_\_\_\_\_

**Change phone number:** \_\_\_\_\_

**Other:** \_\_\_\_\_

## 7 — Authorized Signature

**This form will be rejected without a signature.**



Authorized Applicant or Owner

Date

# TC-69C Instructions

Use this form to report changes to existing businesses already registered with the Tax Commission.

You can change your mailing address and close accounts while logged into your tax account at TAP. See [tap.utah.gov](http://tap.utah.gov)



**Do not** use this form to register a new business.

To register a **new business**, go to [tap.utah.gov](http://tap.utah.gov), "Apply Online" section, "Apply for a tax account(s) - TC-69".

To register a **new business location** (outlet) for an existing sales tax account, use form TC-69B.

Get forms online at [tax.utah.gov/forms](http://tax.utah.gov/forms)

### Section Instructions

**Section 1** Fill out Section 1 completely.

In 1c, provide your business information as it was or is before the change you are reporting on this form. For example, if you are changing your business name, enter the old business name in Section 1.

**Section 2** Use Section 2 to report account changes except for address changes.

If you are reporting a new address for an outlet/location that has moved, complete Sections 5 and 6. In Section 6, provide the old address currently on file with the Tax Commission as well as the new address.

**Section 3** Use Section 3 to mark and identify the accounts affected by this change.

**Section 4** Use Section 4 to close your tax account. If this account has outlets/locations, they will also all be closed.

If you only need to close a single outlet for a sales tax account, complete Section 6.

**Section 5** Use Section 5 to report all other account address changes. Mark the box matching the type of address you are changing.

You cannot use this form to report a new outlet/location for a sales tax account. Use form TC-69B (*Additional Business Locations for a Sales Tax Account*).

**Section 6** Use Section 6 to report changes to single sales outlets/locations, such as a closure or new phone number.

If changing more than one outlet/location, attach additional sheets in the same format.

**Section 7** Sign and date. We will not process this form without an authorized signature.

Return this form to:

**Master Records**  
**Utah State Tax Commission**  
**210 N 1950 W**  
**Salt Lake City, UT 84134-3310**

or fax to 801-297-3573.

If you need an accommodation under the Americans with Disabilities Act, email [taxada@utah.gov](mailto:taxada@utah.gov), or call 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.