

**Notice of Change  
for a Tax Account**



Read the instructions at the bottom of page 2 before filling out this form.

**1 — General Information**

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

SSN input boxes: [ ][ ][ ] - [ ][ ][ ] - [ ][ ][ ][ ][ ][ ]

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

EIN input boxes: [ ][ ] - [ ][ ][ ][ ][ ][ ][ ][ ]

**1b. Existing Tax Account Number(s)**  
(required for all accounts)

Corporate Tax: [ ][ ][ ][ ][ ][ ][ ][ ] - [ ][ ][ ] - C P T  
Sales Tax: [ ][ ][ ][ ][ ][ ][ ][ ] - [ ][ ][ ] - S T C  
Withholding Tax: [ ][ ][ ][ ][ ][ ][ ][ ] - [ ][ ][ ] - W T H  
Mineral Prod. Withholding Tax: [ ][ ][ ][ ][ ][ ][ ][ ] - [ ][ ][ ] - W M P  
Fuels Tax: [ ][ ][ ][ ][ ][ ][ ][ ] - [ ][ ][ ] - F T X

**1c. Name of Business Entity or Sole Proprietor - PRINT** Daytime phone number  
Owner's street address Cell phone number  
City County State ZIP code

**2 — Account Changes**

Mark all boxes that apply.

**2a. Change address** (mark all that apply):  
 Corp. Tax  Sales tax  Withholding tax  Mineral prod. W/H tax  Fuels tax  
 Physical location  
 Mailing address  
New address  
City County State ZIP Code

**2b. Change phone number** (mark all that apply):  
 Corp. Tax  Sales tax  Withholding tax  Mineral prod. W/H tax  Fuels tax  
➔ New phone number: \_\_\_\_\_

**2c. Change DBA/Business name:**  Mark here and attach *Dept. of Commerce Articles of Incorporation*

**2d. Add/remove officer/owner:**  Mark here and attach *Dept. of Commerce Change Form.*  
• Provide the officer/owner's SSN: \_\_\_\_\_

**2e. Other:**  Mark here and explain: \_\_\_\_\_

**3 — Account Closure**

Mark all boxes that apply.

**Close account** (mark all that apply):  
 Sales tax  Transient room tax  Motor vehicle rental tax  
 Restaurant tax  Waste tire recycling fee  Mineral prod. W/H tax  
➔ Effective date: \_\_\_\_\_  Withholding tax  Fuels tax

NOTE: Do not use this form to close a corporation. A corporation must withdraw or dissolve through the Utah Dept. of Commerce.

**Continued on next page**

## 4 — Sales Tax Outlet Changes

Attach additional sheets in this format if necessary.

Use Section 4 of this form to report CHANGES to EXISTING sales tax outlets. **To add NEW outlets, use form TC-69B.**

<b>▶ Current physical street address for this sales tax outlet</b>		USTC assigned outlet number (printed on TC-62A & TC-62AG)	
City	County	State	ZIP code

**Close sales tax outlet** Effective date: \_\_\_\_\_

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

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

<b>▶ Current physical street address for this sales tax outlet</b>		USTC assigned outlet number (printed on TC-62A & TC-62AG)	
City	County	State	ZIP code

**Close sales tax outlet** Effective date: \_\_\_\_\_

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

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

## 5 — Authorized Signature

Signature of Authorized Applicant or Owner (Application will not be accepted without signature)

Date



### Notice of Change for a Tax Account

Use this form to report changes for:

- an existing corporate tax account
- an existing withholding tax account
- an existing sales tax account
- existing outlets for a sales tax account
- an existing mineral production withholding account
- an existing fuel tax account

To register a new business, use form TC-69. To report new outlets for an existing sales tax account, use form TC-69B.

#### Instructions

Section 1 Fill out this section completely. This information identifies and confirms your tax account(s).

Section 2 Use Section 2 to report changes to your main tax account(s). Give complete information.

Section 3 Use section 3 to close one or more of your tax accounts. Mark the boxes for all tax types that apply.

Section 4 Use Section 3 to report changes to single sales outlets/locations, such as closure or a new phone number.

Section 5 Sign and date. We will not process this form without an authorized signature.

Return this form to :

**Master File Maintenance  
Utah State Tax Commission  
210 North 1950 West**

**Salt Lake City, UT 84134-3310**

or fax to 801-297-3573