



# Business Tax Account Update

For office use only

- If you are only reporting an **address change**, the fastest and easiest way is **online** (not available for all tax types). Visit our Web site (see *Need help?* in Form DTF-95-1, *Instructions for Form DTF-95*) and select the option to change your address. Use this form to update your business name, identification number, telephone number, address, owner/officer/responsible person information and business activity.
- You may **not** use this form to request an entity change. See *Legal restrictions* in the instructions before completing this form.

<b>Step 1</b> Select tax type(s) to be updated.	<input type="checkbox"/> All business tax types on file with NYS Tax Dept.	<input type="checkbox"/> Withholding/MCTMT	<input type="checkbox"/> Petroleum business (all fuels)	<input type="checkbox"/> Limited Liability Company (LLC) or Limited Liability Partnership (LLP)				
	<input type="checkbox"/> Corporation	<input type="checkbox"/> IFTA	<input type="checkbox"/> Alcoholic beverages	<input type="checkbox"/> Other (list below):				
	<input type="checkbox"/> Sales and use	<input type="checkbox"/> Highway use	<input type="checkbox"/> Cigarette/Tobacco products					
				<table border="1"> <tr> <th>Tax type</th> <th>Account number</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Tax type	Account number		
Tax type	Account number							

<b>Step 2</b> Identify your business.	<b>Current information on file</b> (complete all items)		<b>Step 3</b> Enter updated information.	<b>Updated information</b> (enter only changed items)	
	Identification number (with suffix, if any)			*New identification number (with suffix, if any)	
	Legal name (see instructions)			*New legal name (see instructions for special requirements)	
	Trade name (DBA)			New trade name (DBA)	
	Business telephone number ( )	Business fax number ( )		New business telephone number ( )	New business fax number ( )
	E-mail address			New e-mail address	
	Physical address (number and street)			<input type="checkbox"/> Mark an <b>X</b> here if updating address information in <i>Section A</i> .	
	City	County		State	ZIP code
Country if not U.S. (see instr.)	For corporations - Year of incorp.: _____			State of incorporation: _____	
* The new information you report here will be effective for all tax types on file. All other changes will be made to only the tax types you marked in Step 1.					

<b>Step 4</b> Enter owner/officer/responsible person information and mark an <b>X</b> in the appropriate box(es); see instructions for legal restrictions. Attach additional sheets if necessary.	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Revise	Name of owner/officer/responsible person		% Ownership	Social security number
		Title		Telephone number ( )	Effective date
		Home address (number and street)		City, village, or post office	State
	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Revise	Name of owner/officer/responsible person		% Ownership	Social security number
		Title		Telephone number ( )	Effective date
		Home address (number and street)		City, village, or post office	State

<b>Step 5</b> Report sale of business or change of business activity.	<input type="checkbox"/> Mark an <b>X</b> here if you sold your business, and enter the information below	Describe your new business activity (if changed) and enter your new NAICS business activity code(s) in the box(es) below if known (see instructions):			
	Name of buyer				
	Address of buyer				
	Buyer's EIN	Date of sale	NAICS	NAICS	
<b>Important:</b> You may not use this form to close your account. In most cases you must file a <b>final return</b> ; corporations must complete a dissolution process. See <i>Closing a business</i> in the instructions.					

<b>Step 6</b> Sign and mail your update. For where to file see instructions.		I certify to the best of my knowledge and belief that this report is true, correct, and complete, and that I am authorized to report account updates.			<b>For office use only</b> Previous doc loc number
		Signature			
		Title	Date		
		Print contact name	Contact's daytime telephone number ( )		
		E-mail address of contact person			

## Address changes for business tax accounts

If not doing so online, you may report an address change for businesses on Form DTF-96, *Report of Address Change for Business Tax Accounts*. To prevent you from having to complete two forms when you need to change your address and other business information at the same time, we have included the address change information on this form. You should be able to report all your changes on Form DTF-95.

**Note:** If you wish to change the address for more than one tax type, and the address is different for each tax type, you must either attach another Form DTF-95 or Form DTF-96 for each additional tax type or, using the same format, create and attach a separate listing that contains all the address information, indicates the tax type(s) for that address, and your identification number.

**Important:** Complete steps 1, 2, and 6 before continuing below. Mail the completed form to the address listed in Step 6 of the instructions.

### Section A

List your **new** address(es); enter only if different from current information.

<b>New physical address</b>	<b>Note:</b> To change the physical address for petroleum business, alcoholic beverages, and cigarette tax types, see <i>Legal restrictions</i> in the instructions.	Effective date of this address change
	Physical location of business (number and street) - <b>Do not enter a PO box</b> here.	
	New telephone number (      )	
City	County	State    ZIP code
		Country if not U.S. ( <i>see instr.</i> )

**Note:** The address(es) you list in Section A will be used for the tax types you marked in Step 1.

<b>New mailing address</b>	Business or firm name to which NYS Tax Department mailings are to be sent	Effective date of this address change
	Name of person to whom NYS Tax Department mailings are to be sent (optional)	
	New number and street or PO box	New contact telephone number (      )
	City	County
		Country if not U.S. ( <i>see instr.</i> )