

4 — Other Account Changes

4a. New phone number(s)

Day: _____ Evening: _____ Mobile: _____

4b. Change or add email address:

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

New email address: _____

4c. Change DBA/Business name: Mark here and attach *Dept. of Commerce Articles of Incorporation*

New name: _____

4d. Add/remove officer/owner: Mark here and attach *Dept. of Commerce Change Form.*

Add: _____ SSN: _____

Remove: _____

4e. Other – explain: _____

5 — Outlet Changes

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

Use Section 5 to report CHANGES to EXISTING outlets. To add NEW SALES TAX or TRANSIENT ROOM outlets, use form TC-69B. To add NEW CIGARETTE, TOBACCO or E-CIGARETTE outlets, use form TC-69 and include the \$30 fee for each new outlet.

▶ Current physical street address for this sales tax outlet			
City	County	State	ZIP code

- Close sales tax outlet** Closure date: _____ Outlet number*: _____
- Close transient room outlet** Closure date: _____ Outlet number*: _____
- Close cigarette/tobacco license outlet** Closure date: _____ License number: _____
- Close e-cigarette license outlet** Closure date: _____ License number: _____
- Change phone number:** _____
- Other:** _____

*The outlet number is printed on the sales tax license.

6 — 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 make most tax account changes online. Before filling out this form, see:

taxexpress.utah.gov

Do not use this form to register a new business.

To register a **new business**, use form TC-69, or register online at:

osbr.utah.gov

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

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're changing your business name, enter the old business name in Section 1.

Only report changes for one Utah account number on this form. If you need to report changes for multiple account numbers, submit separate copies of this form.

Section 2 Use Section 2 to report address changes. Mark the box matching the type of address you are changing.

If you are reporting a new address for a storefront that has moved, complete Section 5 and provide the address currently on file with the Tax Commission.

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

Section 3 Use Section 3 to close your tax account. If this account has outlets, all outlets will also be closed.

If you only need to close a single outlet for a sales tax account, complete Section 5.

Section 4 Use Section 4 to report all other account changes.

Section 5 Use Section 5 report changes to single sales outlets/locations, such as closure or a new phone number.

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

Section 6 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 N 1950 W
Salt Lake City, UT 84134-3310**

or fax to 801-297-3573.
