

Notice of Change for a Business and/or Tax Account

➔ **NOTE:** You can make account changes online at tap.utah.gov.
Submit a separate TC-69C for each Utah tax account number.
To register a NEW business, use tap.utah.gov (Tax Commission only),
osbr.utah.gov (multiple agencies) or form TC-69.

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)

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Federal Employer Identification Number (EIN)

(required for all business types other than sole proprietor)

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1b. Utah tax account number

										-				
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1c. Name of Business Entity or Sole Proprietor - PRINT

Owner's street address (before any changes)

City

County

State

ZIP code

Daytime phone number

Cell phone number

1d. 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 | Sales Taxes | <input type="checkbox"/> Sales and use tax |
| <input type="checkbox"/> Brine shrimp | <input type="checkbox"/> Gross receipts | <input type="checkbox"/> E-911 emergency svcs. | <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 |
| Fuel Taxes | <input type="checkbox"/> Mining severance | <input type="checkbox"/> Lubricating oil | <input type="checkbox"/> Waste tire |
| <input type="checkbox"/> Aviation fuel | <input type="checkbox"/> Oil & gas conservation | <input type="checkbox"/> Multi-channel video/audio | <input type="checkbox"/> Self-insurer's |
| <input type="checkbox"/> Compressed natural gas | <input type="checkbox"/> Oil & gas severance | <input type="checkbox"/> Municipal telecom | <input type="checkbox"/> Tobacco, cigarette, e-cigarette |
| <input type="checkbox"/> Environment assur. fee | <input type="checkbox"/> Radioactive waste | <input type="checkbox"/> MV rental tax | <input type="checkbox"/> Withholding (employer) |
| <input type="checkbox"/> Hydrogen | Property Taxes | <input type="checkbox"/> Prepaid disp. cell phones | <input type="checkbox"/> Withholding mineral production |
| <input type="checkbox"/> Liquefied natural gas | <input type="checkbox"/> Centrally assessed | <input type="checkbox"/> Restaurant tax | |
| <input type="checkbox"/> Motor fuel | <input type="checkbox"/> Railcar | | |

2 – Address Change

Mark all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Corporate office / owner's street address
<i>The physical location of your business offices (if any).</i> | <input type="checkbox"/> Tax return mailing address
<i>The address you want to receive tax returns, if different than your general mailing address.</i> |
| <input type="checkbox"/> Mailing address
<i>The address you want to receive all written communications for this account.</i> | <input type="checkbox"/> Storefront location (outlet)
<i>A physical location or outlet where you are licensed to make retail sales. Also complete Section 5.</i> |

➔ **NEW Address:** _____

City, State, ZIP: _____

3 – Account Closure

➔ **Closure date:** _____

- To close only a single sales outlet, use Section 5.
- Do not use this form to close a corporation. A corporation must withdraw or dissolve through the Utah Dept. of Commerce.
- You must file all tax returns for periods during which the account(s) was open.

Continued on next page

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.

▶ 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:

tap.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 or **tap.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.

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