

PART A continued from page 1

Business Change Details

A1. Close your account

WARNING: Entering a date here will close your whole tax account.
To close only a sales outlet, use Part B.

Business closure date.

Do you understand all account types marked on page 1 will be closed? Yes: No:

Account Closure Requirements

- If you are closing a corporate account, attach a copy of your Articles of Dissolution from the Utah Dept. of Commerce.
- You must file all tax returns for periods during which the account(s) was open.

A2. Change an address

WARNING: Changing an address here will NOT change the address of a sales tax outlet/location. To do that, use Part B.

NEW address

City: State: ZIP:

Is this your corporate office address? Yes: No:

Is this your mailing address? Yes: No:

A3. Report a new phone number(s)

Day: Evening: Cell:

A4. Change or add an email address

We will send all electronic mail to this address.

NEW email address

A5. Change your DBA/Business name

Attach Dept. of Commerce Articles of Incorporation (unless you are a sole proprietor).

NEW name

What name is this? Legal business name: DBA:

A6. Add/remove an officer/owner

Attach Dept. of Commerce Change Form.

Add (name and address): SSN:

Add (name and address): SSN:

Remove:

A7. Other business change

Explain:

PART B CHANGE AN OUTLET/LOCATION

Use Part B to change or close an existing outlet/location where you make sales.

Outlet/location to Change

If you are changing or closing a **SALES TAX outlet**, enter the outlet number
(the outlet number is printed on the sales tax license)

Sales tax outlet number

If you are changing or closing a **TRANSIENT ROOM outlet**, enter the outlet number
(the outlet number is printed on the sales tax license)

Transient room outlet number

If CLOSING a **CIGARETTE/TOBACCO or E-CIGARETTE outlet**, enter the license number
→ To change an outlet's mailing address, log into TAP.

License number

If CLOSING a **CANNABINOID PRODUCTS branch**, enter the branch location number
→ To change a branch location's mailing address, log into TAP.

Branch location number

If you need to change more than one outlet, attach extra sheets in this format.

B1. Close the outlet/location

Closure Date

B2. Change a sales or transient room outlet/location's address

Do NOT use for a cigarette/tobacco, e-cigarette or cannabinoid address. Instead, go to tap.utah.gov and click "Apply for a tax account(s) - TC69"

Prior physical address

City:

State:

ZIP:

NEW physical address

City:

State:

ZIP:

B3. Change the outlet/location's phone number

New number

B4. Other outlet/location change

Explain

Authorized Signature

This form will be rejected without a signature.

Applicant or Owner:

Date:

TC-69C Instructions

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

You can change your mailing address and close accounts online. Log into your tax account at tap.utah.gov.

Do not use this form to register a new business. Instead, go to tap.utah.gov, "Apply Online" section, "Apply for a tax account(s) - TC-69". Or use this QR Code and follow the instructions:



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

Get forms online at tax.utah.gov/forms

Form Instructions

Account Information

Provide your account information that is currently on file with the Tax Commission. We use this information to find your account.

Contact Information

If we cannot find your account we will try to contact you. We may also contact you if we need more information to complete any of the actions on this form.

Part A

Use Part A to change information for your whole business. If you are only trying to change information for a single outlet/location where you make sales, skip Part A and use Part B on page 3.

Account Type(s) to Change

Mark the box for each account type affected by the change you are reporting.

Business Change Details

Provide all the information about the changes you are making to your business account with the Tax Commission. Use Section A7, *Other Business Change*, to request a change not shown on this form.

Part B

Use Part B to change or close a single outlet/location where you make sales.

If you need to change or close more than one outlet/location, attach additional sheets following this format.

WARNING: Do not use this form to change the address of a cigarette/tobacco outlet, e-cigarette outlet or cannabinoid products branch. To do that, go to tap.utah.gov and click on "Apply for a tax account(s) - TC-69".

Authorized Signature

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

Return Form

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, or call 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.