

# Change of Address Request

## **Part 1 Complete this Part to Change Your Home Mailing Address**

Individual income tax returns

- If your last return was a joint return and you are now establishing a residence separate from the spouse with whom you filed that return, check here.....

<b>1. Your name</b> (first name, initial, last name)	<b>1a. Your Social Security Number</b> - -
<b>2. Spouse's name</b> (first name, initial, last name)	<b>2a. Spouse's Social Security Number</b> - -
<b>3. Prior name(s)</b>	<b>4. Date moved</b> (mm/dd/yyyy) / /
<b>5. Old address</b> (number, street, city, state and zip code)	Apt No
<b>6. New address</b> (number, street, city, state and zip code)	Apt No

## **Part 2 Complete This Part to Change Your Business Mailing Address or Business Location**

Check all boxes that this change affects:

7.  **Business net profit returns**
8.  **Employer withholding returns**
9.  **Business location**
10. **Date moved**           /      /

<b>11. Business name</b>	<b>11a. EIN/FID Number</b>
<b>12. Old mailing address</b> (number, street, city, state and zip code)	Room/Suite No
<b>13. New mailing address</b> (number, street, city, state and zip code)	Room/Suite No

## **Part 3 Signature**

Daytime telephone number of person to contact (optional) ( \_\_\_\_\_ ) \_\_\_\_\_

If Part 1 above was completed:

Your Signature	Date	If joint return, spouse's signature	Date
----------------	------	-------------------------------------	------

If Part 2 above was completed: (Owner, officer or representative must sign)

Signature	Date	Please print name
-----------	------	-------------------

\_\_\_\_\_  
Title