

Current Business Information:

Legal Name Federal Employer ID Number (9 digits) Social Security Number

Mailing Address City State Zip Code

Phone Number Email

Updated Business Information: Applies to: Sales Tax Use Tax Employer Withholding NG 9-1-1 Access Fee
Commercial Activity Tax Financial Institutions Tax PTE/Fiduciary Petroleum Activity Tax

Legal Name DBA Name

Primary Company Address City State Zip Code

Mailing Address City State Zip Code

Effective date of changes: NAICS:

Transfer of Vendor's License Within Same County (Only applies to county vendor's licenses beginning with 01-88):

New Location Address City State Zip Code

Vendor's License No. Effective Date:

**Cancel Account:
Sales, Use, Employer Withholding, PTE/Fiduciary
(see instructions on page 2 for PTE/Fiduciary accounts)**

**CAT, FIT, PAT, E911 (to cancel/reactivate – see
instructions on page 2, additional information required)**

Ohio Tax ID Number Effective Date of Closure

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Authorized Signature:

An owner or officer of the business requesting account updates, or cancellation, must complete this step. If you have been appointed as a representative for the taxpayer, you must attach a copy of your Declaration of Tax Representative Form (Form TBOR-1) that specifically states your authorization to request the updates from the Ohio Department of Taxation.

Disclosure Authorization: If a requestor is a Third-Party Taxpayer Representative, a completed form TBOR-1 must be included or your request will not be processed.

Name Signature _____

Title Date



Business Account Update Form Instructions and Additional Information

If information regarding your business needs updated, please provide the new information in the **Updated Business Information** section and check the appropriate boxes for each type of tax account. You may update the legal name, DBA name, primary address, mailing address, and the NAICS code (North American Industry Classification System).

If you have an existing fixed place of business and are moving to a new location **not within the same county, you must cancel your vendor's license** and obtain a new vendor's license. You may obtain the new vendor's license from the county auditor where your new place of business is located or apply online at Ohio Business Gateway (business.ohio.gov). If your new location is within the same county, you are **not required to** obtain a new vendor's license; however, you must complete this form to update your information with the Ohio Department of Taxation

If you hold a permit issued by the Ohio Department of Commerce, Division of Liquor Control, the vendor's license and permit must have the identical name and address as shown on the permit. If you move to a new location within the same county, **you must contact the Ohio Department of Commerce, Division of Liquor Control, to have the permit transferred to the new location address.** The Department of Taxation will not issue a transfer of license until we have been notified by the Ohio Department of Commerce, Division of Liquor Control, that the permit has been transferred.

You may utilize this form to cancel accounts associated with: sales tax, use tax, employer withholding, commercial activity tax, financial institutions tax, petroleum activity tax, pass-through entity (PTE), fiduciary (trusts and estates), and/or NG 9-1-1 Access Fee. **For PTE/fiduciary accounts, please indicate the FEIN of the entity (or SSN for a decedent's estate) in the Ohio Tax ID Number field.**

If you have more accounts that need updated/canceled, please send a supplemental list of account numbers.

Please complete the following section if you are cancelling the following accounts: Commercial Activity Tax, Petroleum Activity Tax, and/or Financial Institutions Tax

Reason for cancellation:

- Taxable Gross Receipts below threshold* (CAT only)
- Bankruptcy – Case Number:
- Business Closed
- Organizational Change – New FEIN:
- Sold/merged business – Business sold to or was merged with the following:
- Name:
- Address:
- FEIN:
- CAT #:
- Effective date of sale/merger:

Reactivate CAT Account:

Please reactivate my CAT account effective:

Reason for reactivation:

- Taxable Gross Receipts greater than threshold*
- Other
- If other, please explain:

Please complete the following section if you are cancelling the following accounts: NG 9-1-1 Access Fee

Reason for cancellation:

- Business Closed
- No longer collecting NG 9-1-1 Access Fee

* The taxable gross receipts threshold for CAT is:

- \$150,000 for 2005 through 2023;
- \$3,000,000 for 2024;
- \$6,000,000 for 2025 and thereafter