



Department of Taxation

Update Address

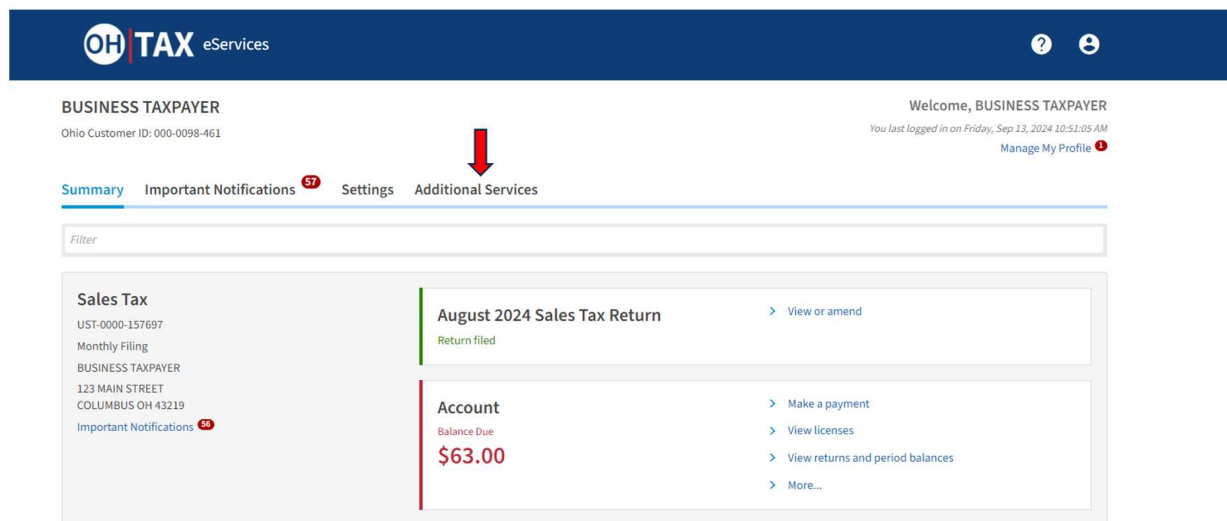
Material displayed in this user guide is for informational purposes only.

This guide will show you how to update both the legal and accounting address for your business as well as any physical locations associated with a vendor's license. **Please note:** Although this guide displays an example for Sales Tax, the process is the same for other business taxes within OH TAX eServices.

Update Address

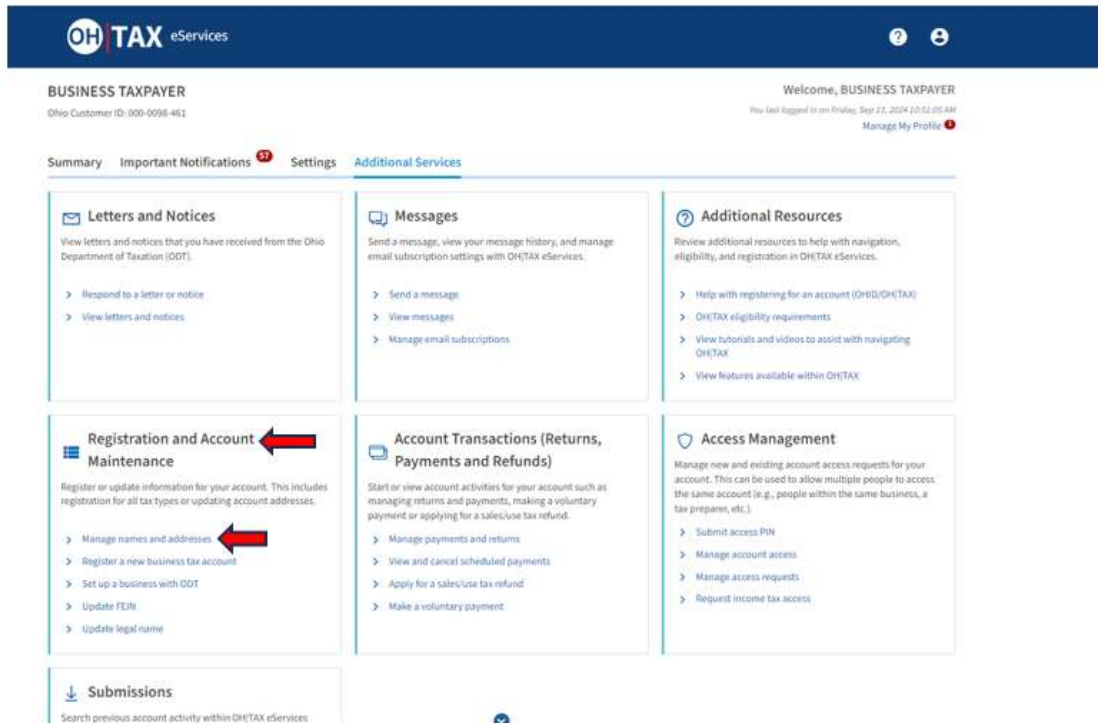
1. Updating the "Legal" and "Account Mailing" addresses.

Select **Additional Services** tab from your dashboard.

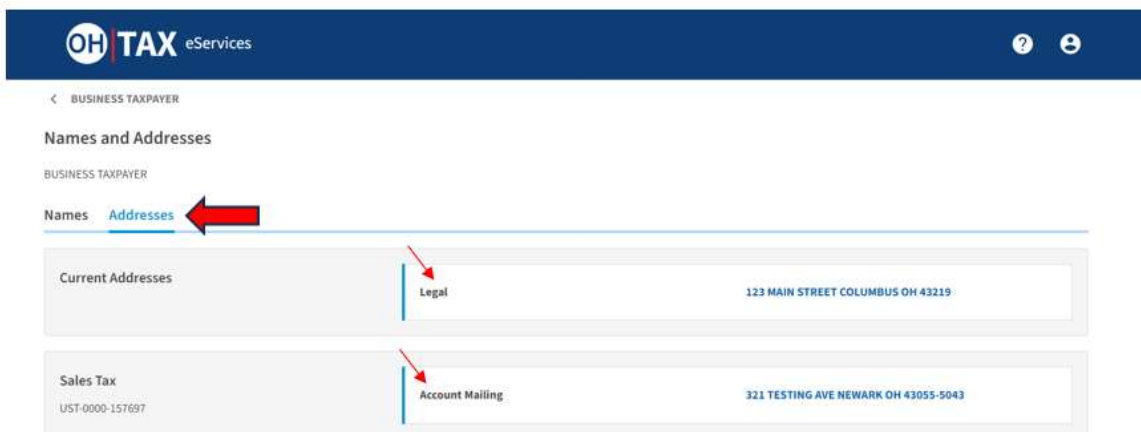


The screenshot shows the OH TAX eServices dashboard for a BUSINESS TAXPAYER. The header includes the OH TAX eServices logo and user icons. The main content area shows the taxpayer's profile information and a navigation menu. The 'Additional Services' tab is highlighted with a red arrow. Below the navigation menu, there is a filter bar and a list of services. The 'Sales Tax' service is expanded, showing the 'August 2024 Sales Tax Return' and the 'Account' balance due of \$63.00. The 'Additional Services' tab is the fourth tab in the navigation menu, following 'Summary', 'Important Notifications', and 'Settings'.

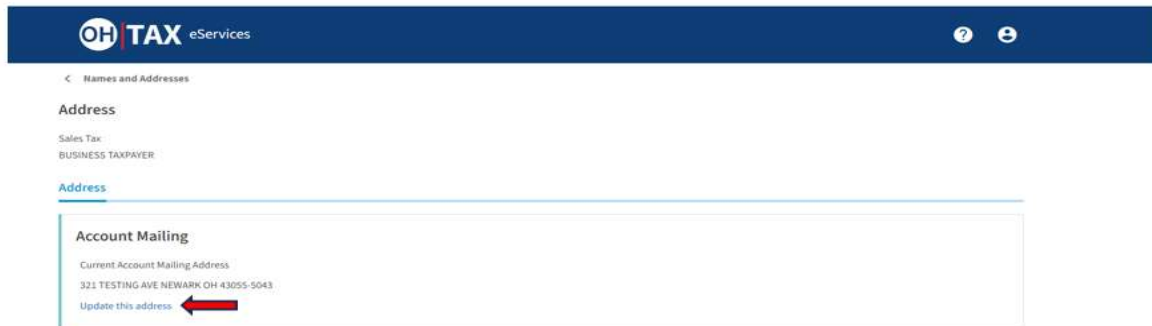
2. Select **Manage names and addresses** from the **Registration and Account Maintenance** tile.



3. Select **Addresses tab**.
 - **“Legal”** address refers to the headquarters or primary person’s address.
 - **“Account Mailing”** refers to the mailing address where you wish to receive any correspondence or notifications from Ohio Department of Taxation.



- Choose the address you wish to update. Select **Update this address**.



OH TAX eServices

< Names and Addresses

Address

Sales Tax
BUSINESS TAXPAYER

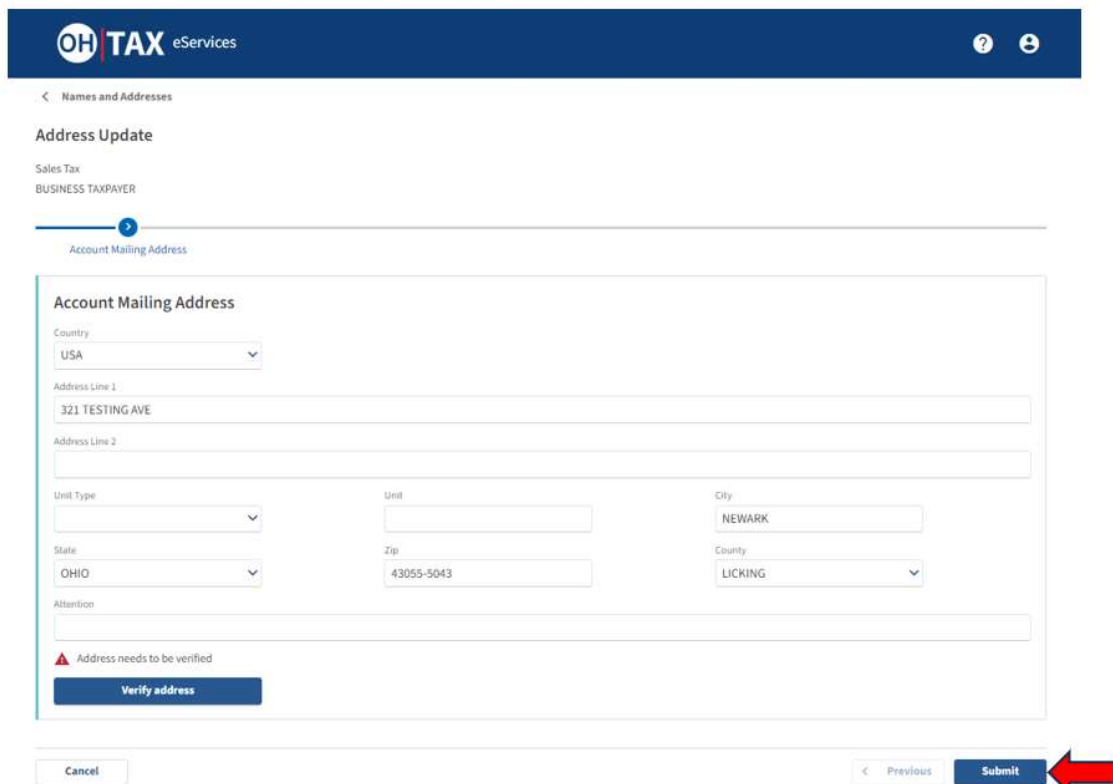
Address

Account Mailing

Current Account Mailing Address
321 TESTING AVE NEWARK OH 43055-5043

Update this address

- Complete the required address information and verify the address using the button at the bottom. Select **Submit**.



OH TAX eServices

< Names and Addresses

Address Update

Sales Tax
BUSINESS TAXPAYER

Account Mailing Address

Account Mailing Address

Country
USA

Address Line 1
321 TESTING AVE

Address Line 2

Unit Type
Unit
City
NEWARK

State
OHIO
Zip
43055-5043
County
LICKING

Attention

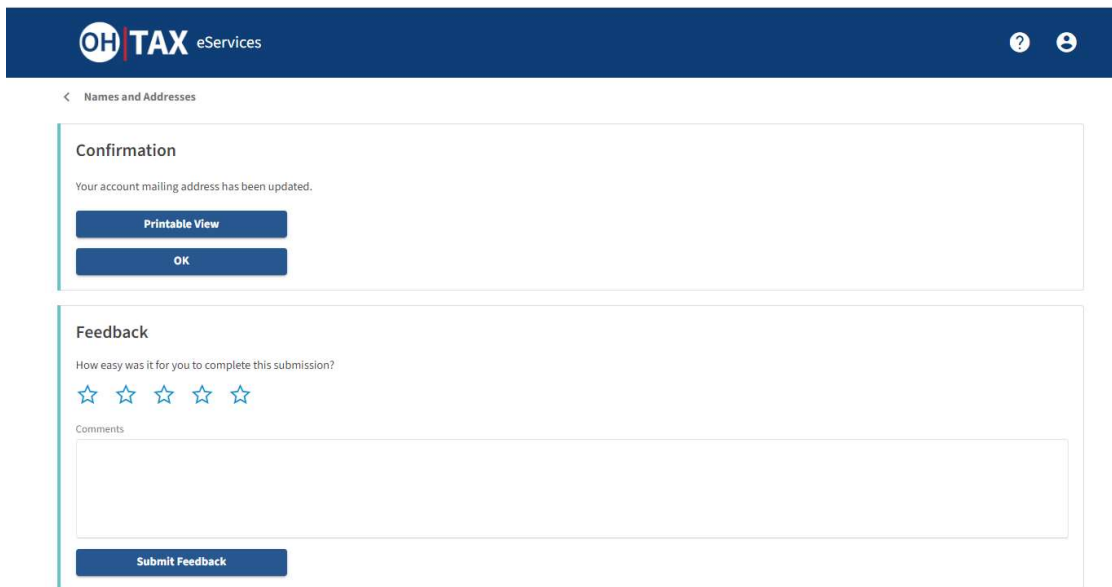
Address needs to be verified

Verify address

Cancel

Previous Submit

- Once submitted you will be able to print your confirmation page, showing your account mailing address has been updated.



OH TAX eServices ?

< Names and Addresses

Confirmation

Your account mailing address has been updated.

[Printable View](#)

[OK](#)

Feedback

How easy was it for you to complete this submission?

☆☆☆☆

Comments

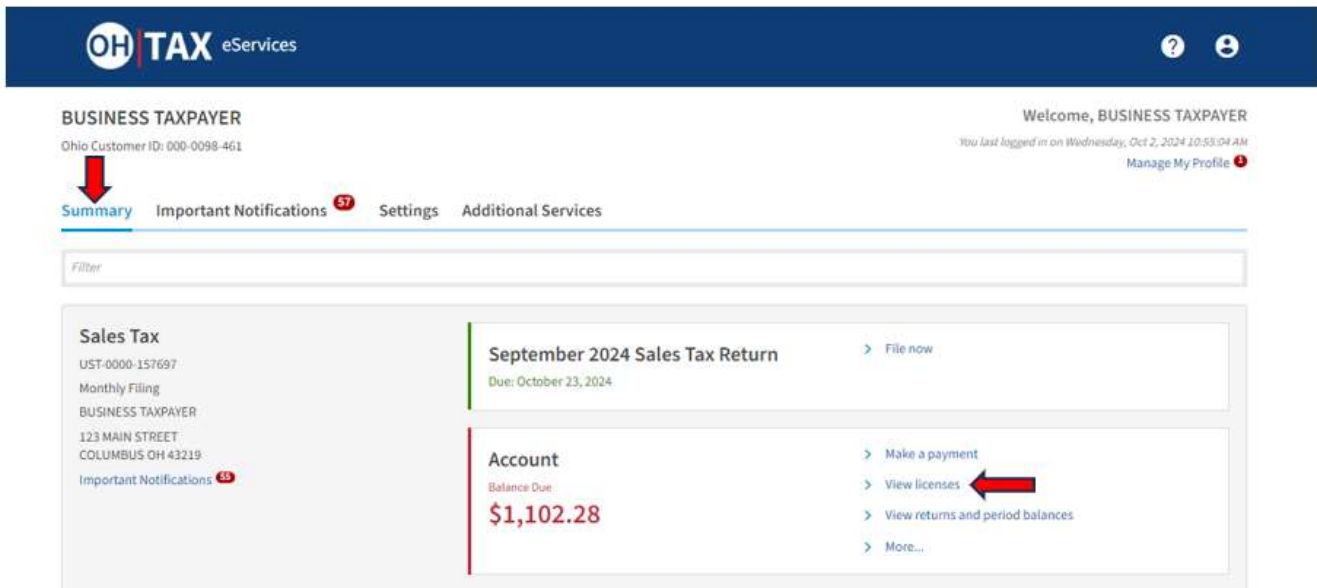
[Submit Feedback](#)

Update a Physical Location Address

- Physical location refers to the location where you registered your fixed place of business.

Please note: If you move your business to a new county, you must cancel the original vendor's license and obtain a new vendor's license from the new county's auditor.

From the **Summary** page, select **View licenses**.



OH TAX eServices

BUSINESS TAXPAYER
Ohio Customer ID: 000-0098-461

Welcome, BUSINESS TAXPAYER
You last logged in on Wednesday, Oct 2, 2024 10:55:04 AM
[Manage My Profile](#)

[Summary](#) [Important Notifications 57](#) [Settings](#) [Additional Services](#)

Filter

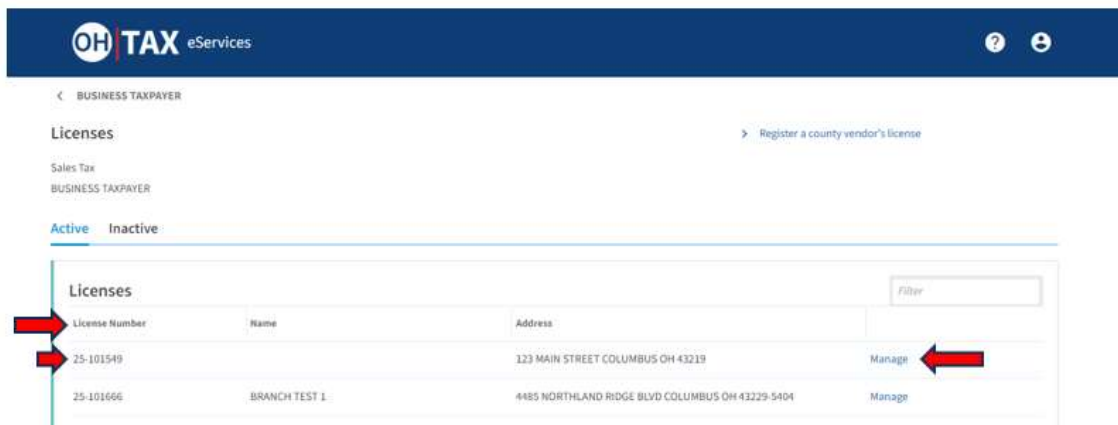
Sales Tax
UST-0000-157697
Monthly Filing
BUSINESS TAXPAYER
123 MAIN STREET
COLUMBUS OH 43219
[Important Notifications 65](#)

September 2024 Sales Tax Return [File now](#)
Due: October 23, 2024

Account
Balance Due
\$1,102.28

[Make a payment](#)
[View licenses](#)
[View returns and period balances](#)
[More...](#)

2. Choose the license number that you wish to update and select **Manage**.



OH TAX eServices

< BUSINESS TAXPAYER

Licenses [Register a county vendor's license](#)

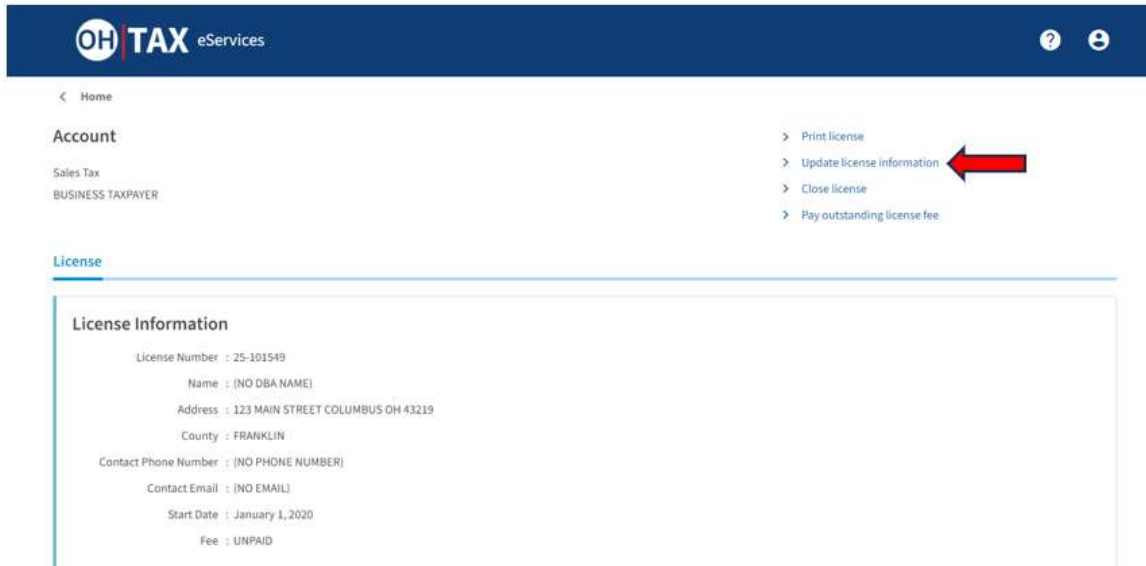
Sales Tax
BUSINESS TAXPAYER

[Active](#) [Inactive](#)

Licenses Filter

License Number	Name	Address	Manage
25-101549	BRANCH TEST 1	123 MAIN STREET COLUMBUS OH 43219	Manage
25-101666	BRANCH TEST 1	4485 NORTHLAND RIDGE BLVD COLUMBUS OH 43229-5404	Manage

3. Select **Update license information**.



OH TAX eServices

< Home

Account

Sales Tax
BUSINESS TAXPAYER

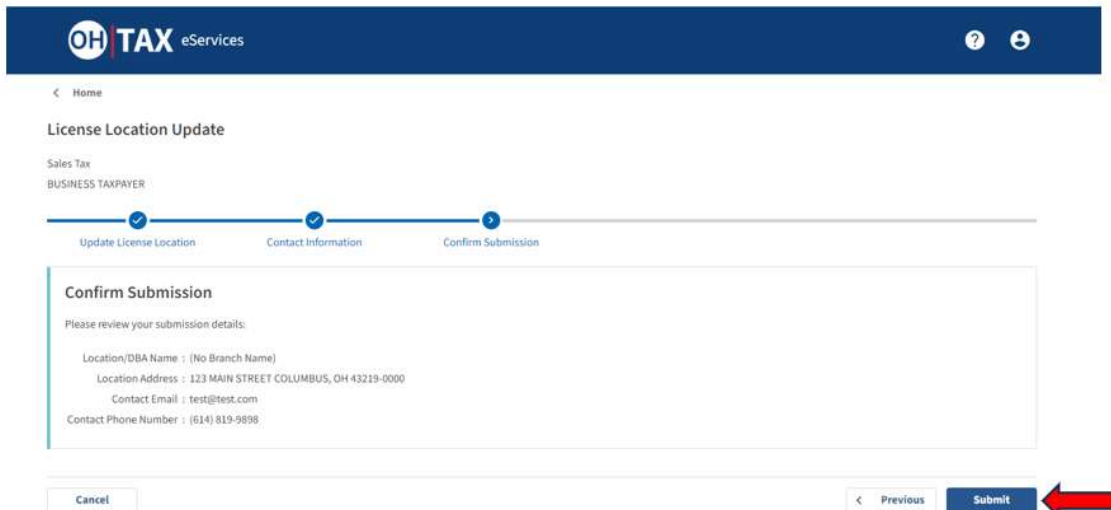
> Print license
> **Update license information**
> Close license
> Pay outstanding license fee

License

License Information

License Number : 25-101549
Name : (NO DBA NAME)
Address : 123 MAIN STREET COLUMBUS OH 43219
County : FRANKLIN
Contact Phone Number : (NO PHONE NUMBER)
Contact Email : (NO EMAIL)
Start Date : January 1, 2020
Fee : UNPAID

4. Once you have completed all required information for the license location update form, select **Submit**. Once submitted, you will receive a confirmation code, and you will be able to print the confirmation page.



OH TAX eServices

< Home

License Location Update

Sales Tax
BUSINESS TAXPAYER

Update License Location Contact Information Confirm Submission

Confirm Submission

Please review your submission details:

Location/DBA Name : (No Branch Name)
Location Address : 123 MAIN STREET COLUMBUS, OH 43219-0000
Contact Email : test@test.com
Contact Phone Number : (614) 819-9898

Cancel

< Previous **Submit**