Department of Taxation

Update Address

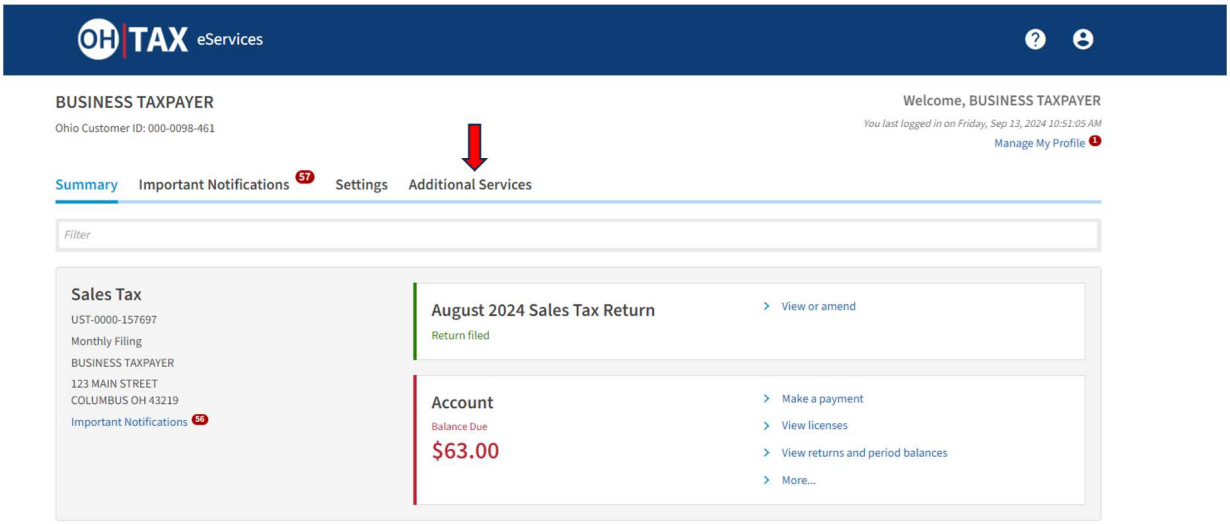
Material displayed in this user guide is for informational purposes only.

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.

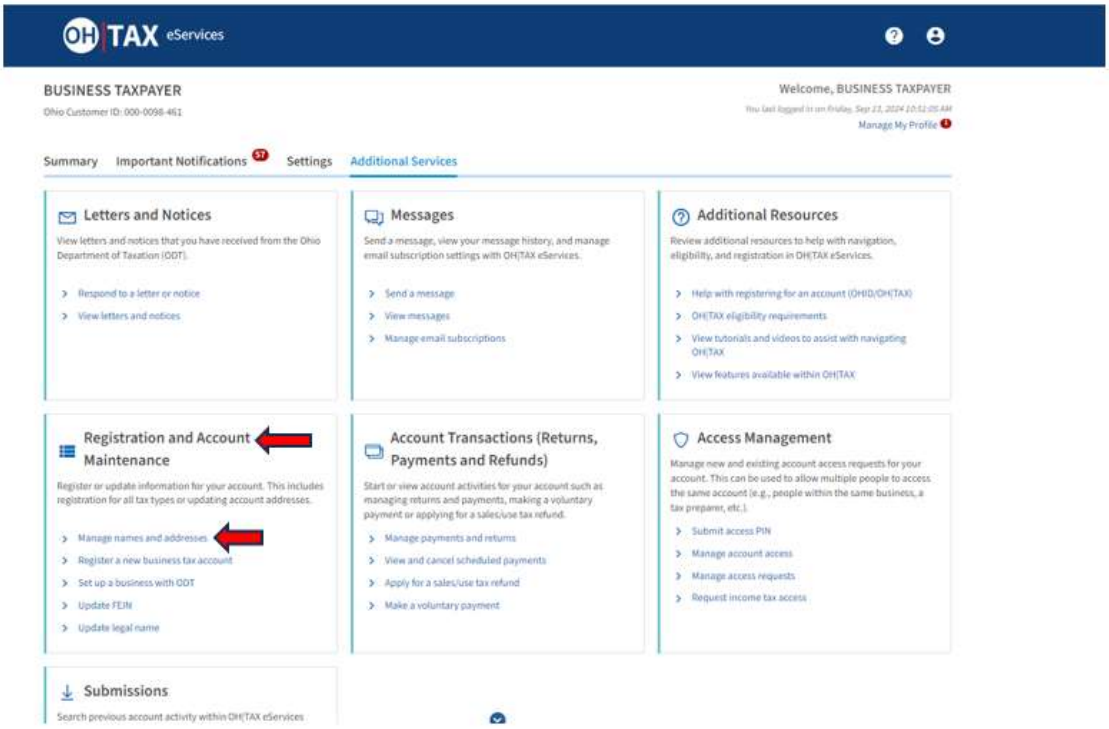
Update Address

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

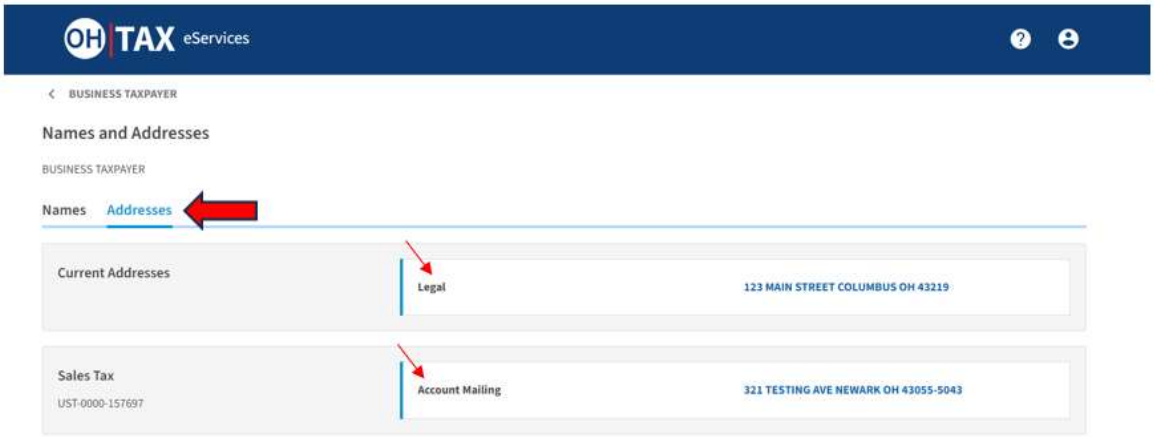
Select **Additional Services** tab from your dashboard.



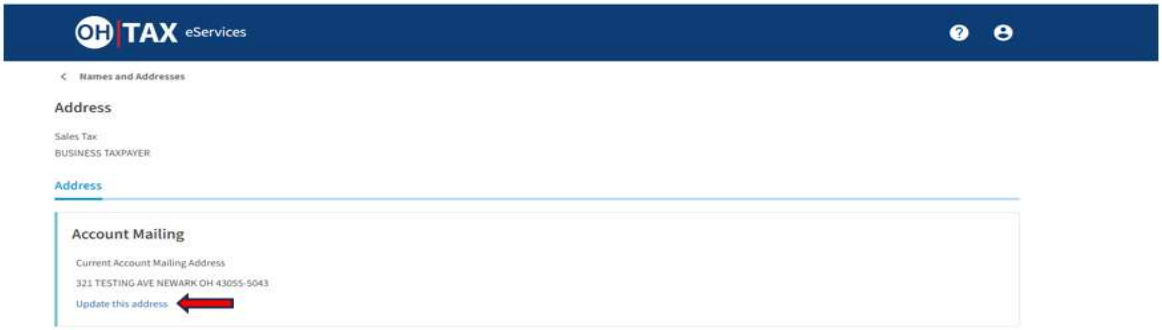
2. Select **Manage names and addresses** from the **Registration and Account Maintenance** tile.



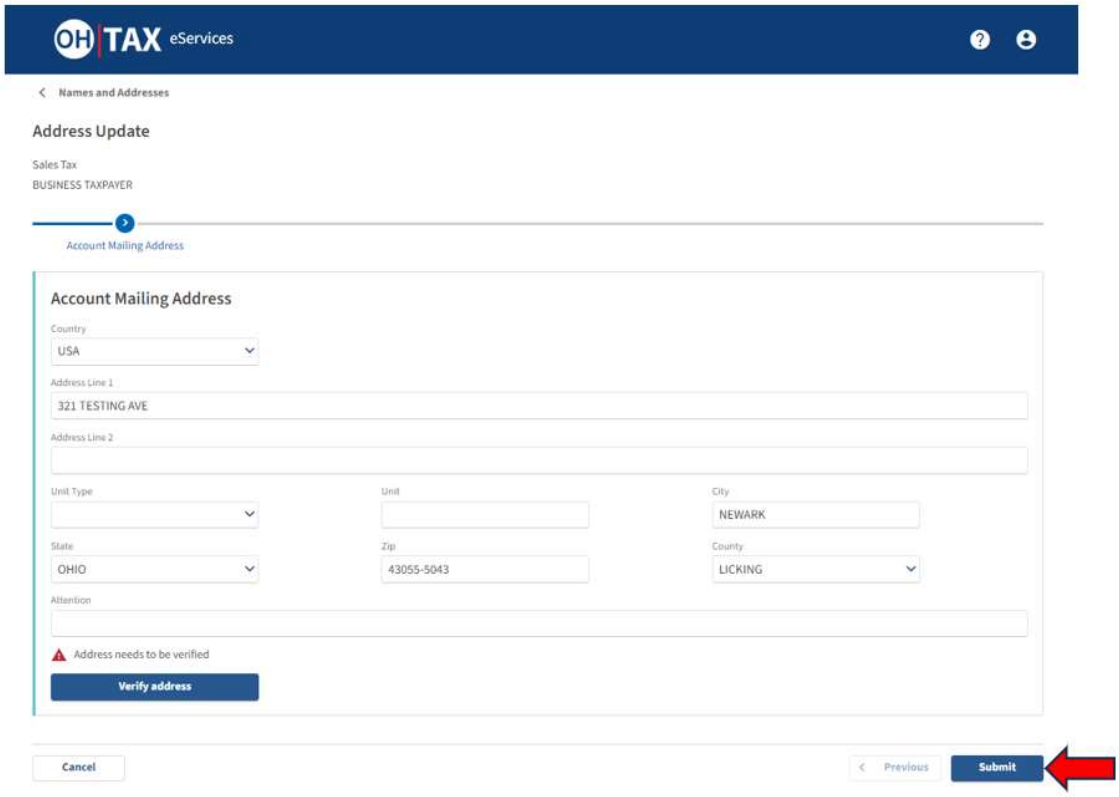
3. Select **Addresses tab**.
   - **"Legal"** address refers to the headquarters or primary person's address.
   - **"Account Mailing"** refers to the mailing address where you wish to receive any correspondence or notifications from Ohio Department of Taxation.



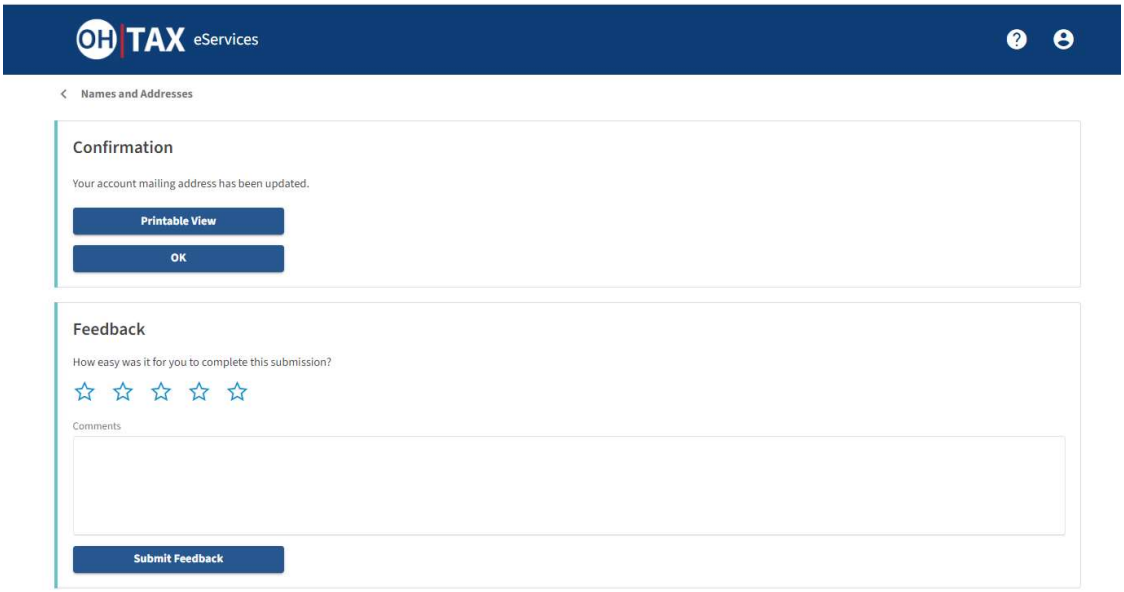
4. Choose the address you wish to update. Select **Update this address**.



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



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

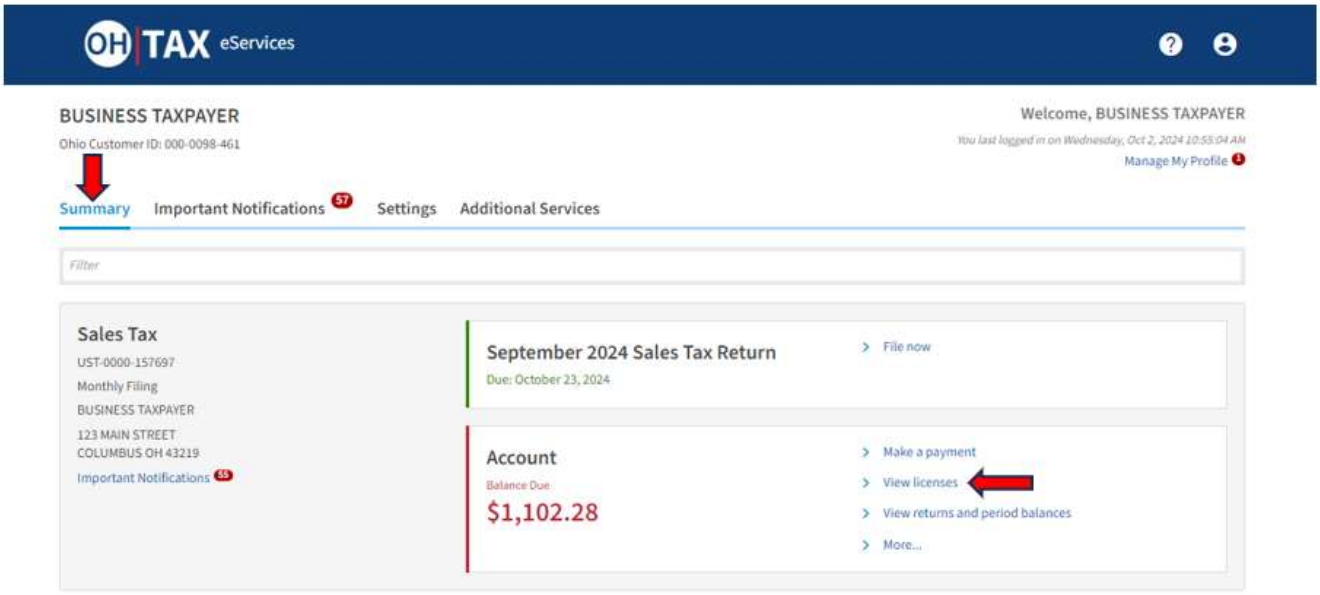


Update a Physical Location Address

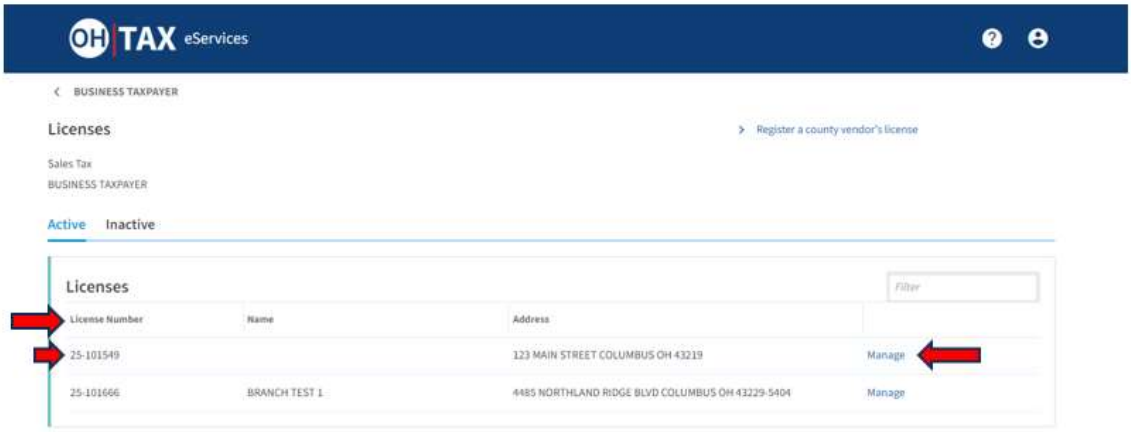
1. Physical location refers to the location where you registered your fixed place of business.

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.

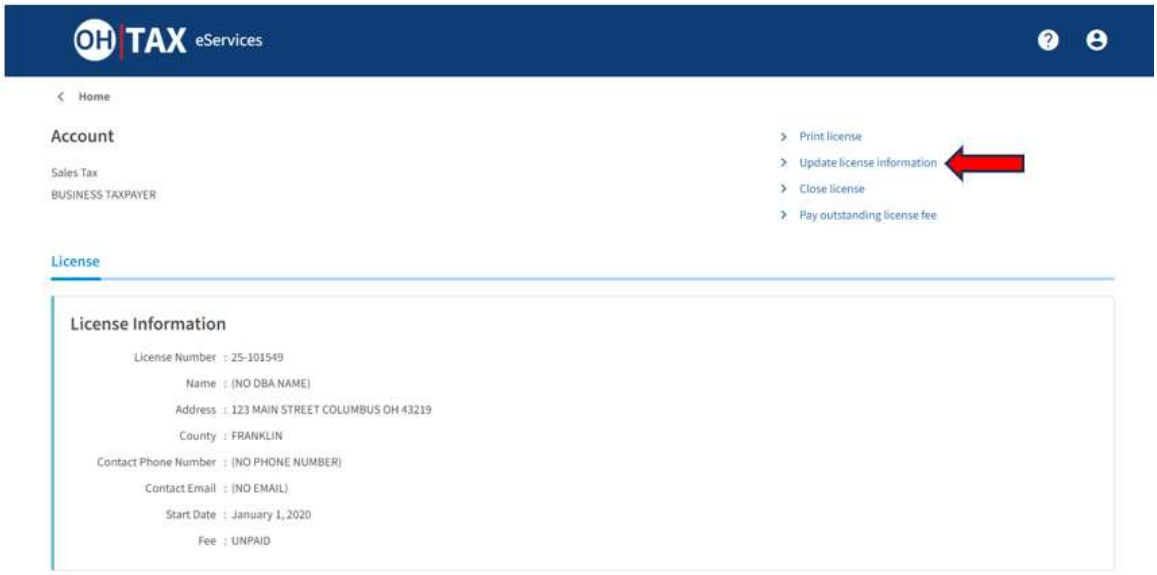
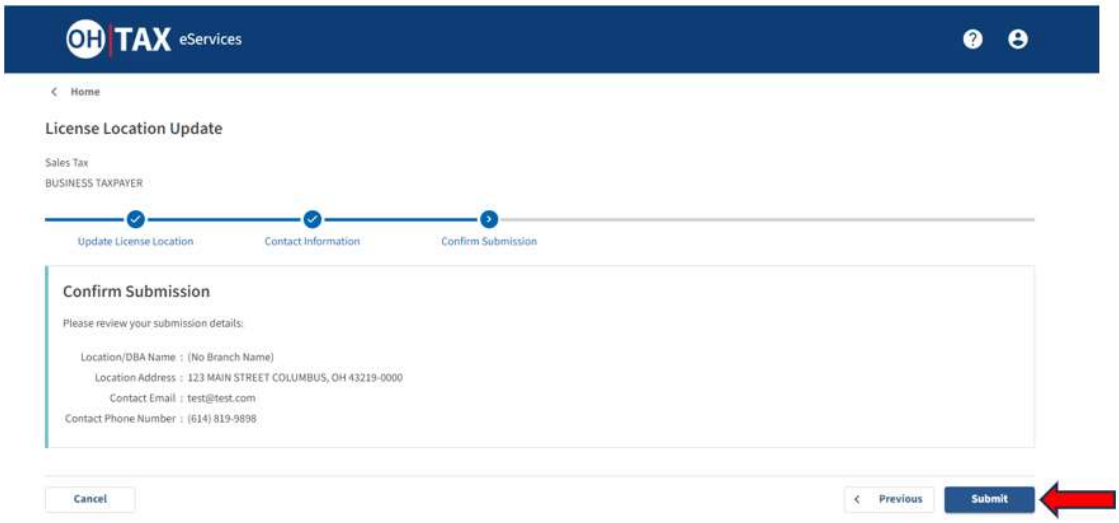
From the **Summary** page, select **View licenses.**



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



3. Select **Update license information**.



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.