

## Corporate Income Tax Request for Change Form

Use this form to make corrections or changes to your name, address, account number or taxable year-ending date. Also use this Request for Change form if you have gone out of business and indicate the date your business ceased operations.

**! Please Note:** The Corporate Income Tax Request for Change form only makes changes to your corporate account in our Business Master File. If you need to make similar changes to your Sub S Corporate, License and/or Withholding accounts, please complete the Sub S Corporate Request for Change form, the License Request for Change form or the Withholding Request for Change form respectively for each type of tax.

### Step-by-Step Instructions

Step 1: Please enter your information as it appears on the Division of Revenue's current records

**Box A. Account Number** – Please enter the Federal Tax Identification Number that the Delaware Division of Revenue currently has on file for you.

**Box B. Business Name and Address** – Please enter the business name and location address that the Delaware Division of Revenue currently lists as your business name and location address.

Step 2: Fill-in any fields you wish to change on the Request for Change form below

**Field 1. Correct Tax Year Ending Date** – Please enter your correct tax-year ending date.

**Field 2. Account Number Change** – If you wish to change the information in Box A, please enter your correct account number in Field 2. Otherwise, leave Field 2 blank.

**Field 3. Effective Date** – Please enter the date you would like this Request for Change form to go into effect.

**Field 4. Reason for Change** – Please enter the reason for your changes (i.e. out of business, incorporated, moved).

**Field 5. New Business Location Address** – If you wish to change the information in Box B, please enter your correct location address in Field 5. Otherwise, leave Field 5 blank.

**Field 6. New Mailing Address** – Please enter your correct business mailing address.

**Field 7. Out of Business checkbox (include Date Closed)** – Please check this box if your location has currently gone out of business. Please enter the date your location stopped operations in the Date space provided.

Step 3: Sign and date the form. Mail to the address listed on the form or fax to 302-577-8203.

If you have any questions, please call the Delaware Division of Revenue Business Master File Section at 302-577-8778.

DELAWARE DIVISION OF REVENUE  
PO BOX 8750  
WILMINGTON, DE 19899-8750

**REQUEST FOR CHANGE**  
New Booklets Will Be Issued  
for ID No. & Tax Year Ending Changes Only

CORRECT TAX YEAR ENDING DATE <b>1</b>	ACCOUNT NUMBER CHANGE <b>2</b>	EFFECTIVE DATE <b>3</b>	REASON FOR CHANGE <b>4</b>
ACCOUNT NUMBER <b>A</b>	<b>5 CORRECT BUSINESS LOCATION ADDRESS</b>		
<input type="checkbox"/> OUT OF BUSINESS <b>B</b>	DATE	NAME	
OLD BUSINESS NAME AND ADDRESS		ADDRESS	
		CITY	STATE ZIP CODE
		<b>6 CORRECT MAILING ADDRESS IF DIFFERENT FROM ABOVE</b>	
		NAME	
		ADDRESS	
		CITY	STATE ZIP CODE
AUTHORIZED SIGNATURE	DATE		
TELEPHONE NUMBER	E-MAIL ADDRESS		