



Information Update

You can make updates to your account online by using CDTFA's [Online Services](#). You can close out an account, update your business addresses, names, ownership information, locations, and more. Simply log in with your username and password, select the account or customer information that you want to change, then select the type of change you want to make. For example, to change an account's mailing address, select the account, select the *Names and Addresses* tab, then select the mailing address under the *Account Names and Addresses* section.

NOTICE OF BUSINESS CHANGE

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

BUSINESS NAME	CDTFA ACCOUNT NUMBER
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Please complete the applicable sections of this form and mail to: **California Department of Tax and Fee Administration, ATTN: Customer Service Center, MIC: 90, PO Box 942879, Sacramento, CA 94279-0090.** At the bottom of this form, be sure to **sign and print your name, add your job title, include a telephone number, email address, and today's date.**

For information on selling or discontinuing a business, please refer to publication 74, *Closing Out Your Account*, at www.cdtfa.ca.gov/formspubs/pub74.pdf.

SECTION I: ADDRESS/DOING BUSINESS AS (DBA) CHANGES
 When adding or removing a business location, the start and end dates are required.

TYPE OF CHANGE

Update Business Address Add a New Business Location to an Existing Permit
 Remove an Old Business Location from an Existing Permit New Mailing Address
 New Books and Records Address

OLD ADDRESS (<i>street, city, state, ZIP Code</i>)	END DATE
NEW ADDRESS (<i>street, city, state, ZIP Code</i>)	START DATE
TELEPHONE NUMBER	EMAIL ADDRESS

HAS DBA CHANGED?
 Yes No If yes, new DBA:

TYPE OF CHANGE

Update Business Address Add a New Business Location to an Existing Permit
 Remove an Old Business Location from an Existing Permit New Mailing Address
 New Books and Records Address

OLD ADDRESS (<i>street, city, state, ZIP Code</i>)	END DATE
NEW ADDRESS (<i>street, city, state, ZIP Code</i>)	START DATE
TELEPHONE NUMBER	EMAIL ADDRESS

HAS DBA CHANGED?
 Yes No If yes, new DBA:

TYPE OF CHANGE

Update Business Address Add a New Business Location to an Existing Permit
 Remove an Old Business Location from an Existing Permit New Mailing Address
 New Books and Records Address

OLD ADDRESS (<i>street, city, state, ZIP Code</i>)	END DATE
NEW ADDRESS (<i>street, city, state, ZIP Code</i>)	START DATE
TELEPHONE NUMBER	EMAIL ADDRESS

HAS DBA CHANGED?
 Yes No If yes, new DBA:

SECTION II: NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CHANGES

For more information and to search for a NAICS code by keyword, see the United States Census Bureau website at www.census.gov/naics/.

PLEASE LIST YOUR PRIMARY BUSINESS ACTIVITY OR NAICS CODE

TYPE OF BUSINESS YOU ARE ENGAGED IN *(please check appropriate box)*

Retail Wholesale Construction Contractor Manufacturer Service Leasing Repair

WHAT DO YOU SELL?

SECTION III: SIGNATURE

SIGNATURE <i>(owner, corporate officer, member, partner)</i>		TITLE	TODAY'S DATE
PRINT NAME		TELEPHONE NUMBER	
EMAIL ADDRESS			

ADDITIONAL INFORMATION

If extra space is needed, you may attach additional pages. We recommend that you retain proof of mailing of this form. We will contact you if we need more information. If you have any questions, please contact our Customer Service Center at 1-800-400-7115 (TTY:711). Customer service representatives are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays.