

# Notice of Business Change

For use by all tax types

You can update your business information by logging on to [www.revenue.state.mn.us](http://www.revenue.state.mn.us). Click on *Update Business Information* under the column *For Businesses*. Legal name changes must be submitted to Business Registration using this form or by contacting us at the number listed below.

|              |                          |                         |                         |
|--------------|--------------------------|-------------------------|-------------------------|
| Please Print | Current Name of Business |                         | Minnesota Tax ID Number |
|              | Name of Contact Person   | Daytime Phone<br>(    ) | Fax<br>(    )           |

|                 |  |       |          |        |
|-----------------|--|-------|----------|--------|
| Name or Address | <input type="checkbox"/> <b>Change/Correct Name or Address.</b> If legal name change, include articles of amendment from Secretary of State's Office or call Registration Services at the number listed below. |       |          |        |
|                 | New Legal Name of Business   |       |          |        |
|                 | New Doing business as name (if different than legal name)  |       |          |        |
|                 | Check if you're changing or correcting your <input type="checkbox"/> main address <input type="checkbox"/> mailing address   |       |          |        |
| New Address     |  |       |          |        |
| City            |  | State | Zip Code | County |

|          |   |       |          |                 |
|----------|---|-------|----------|-----------------|
| Location | <b>Consolidated Filers Only</b>   |       |          |                 |
|          | <input type="checkbox"/> Add a business location starting (mo/yr) _____ / _____   |       |          |                 |
|          | <input type="checkbox"/> Close a business location starting (mo/yr) _____ / _____ |       |          |                 |
|          | Address   | City  | State    | Zip code        |
| Address  | City  | State | Zip code | Location Number |

|          |   |                    |          |                    |
|----------|---|--------------------|----------|--------------------|
| Tax Type | <input type="checkbox"/> <b>Add Additional Tax Types.</b> Enter the tax types you want added to your account. |                    |          |                    |
|          | Tax Type  | Start Date (mo/yr) | Tax Type | Start Date (mo/yr) |
|          | Tax Type  | Start Date (mo/yr) | Tax Type | Start Date (mo/yr) |

**For sales and use tax only**, check your filing frequency based on your average estimated sales and use tax for one month. If you expect your sales and use tax to be (check one):

- \$500 or more per month, you are required to file monthly.
- less than \$500 per month, you are required to file quarterly.
- \$100 or less per month, you are required to file annually.

|  |   |  |
|--|---|--|
| ID Number  | <b>Cancel Minnesota Tax ID Number.</b> Check one.   |  |
|  | <input type="checkbox"/> My business is closed. Cancel my number for all tax types. Enter date business closed: _____<br>Note: You must file all required tax returns for the period. |  |
|  | <input type="checkbox"/> Cancel my number for sales tax only. Enter last month/year sales were made: _____ / _____  |  |
| <input type="checkbox"/> Cancel my number for withholding only. Enter last month/year wages were paid: _____ / _____ |   |  |

**Mail or fax this form to:** Minnesota Revenue, Mail Station 4410, St. Paul, MN 55146-4410. Fax: 651-556-5155  
**Business Registration:** 651-282-5225 or 1-800-657-3605, weekdays 8:00 a.m. to 4:30 p.m.  
 We'll provide information in an alternative format upon request.