

**TAX ACCOUNT INFORMATION
CHANGE/CORRECTION FORM**

**If your FEIN was changed by the IRS, you must complete the Pennsylvania Online Business Tax Registration at mypath.pa.gov.
SALES/USE TAX, PTA, VRT, AND CIGARETTE DEALER'S LICENSES ARE NON-TRANSFERABLE.**

SECTION I ACCOUNT INFORMATION

Existing Account/License ID	Entity ID (FEIN/SSN)	Correct Entity ID (FEIN/SSN)	Current Filing Status
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Change Filing Status To: (Check only one - more frequent filing status only)

Sales: Monthly Quarterly Employer: Semimonthly Semiweekly Monthly

SECTION II EXISTING AND NEW LEGAL/TRADE NAME INFORMATION

Existing Legal Name			New Legal Name		
Existing Trade Name			New Trade Name		
Existing Primary Address			New Primary Address		
City	State	ZIP Code	City	State	ZIP Code
Existing Location Address (No P.O. Box)			New Location Address (No P.O. Box)		
City	State	ZIP Code	City	State	ZIP Code
Existing Mailing Address			New Mailing Address		
City	State	ZIP Code	City	State	ZIP Code

SECTION III ADD LOCAL SALES TAX

Allegheny County Date of First Sale in County _____ Philadelphia County Date of First Sale in County _____

SECTION IV OTHER TAX CHANGES

Type of Tax

Sales/Use Tax Account/License ID Number: _____ VRT Account/License ID Number: _____
 Employer Tax Account/License ID Number: _____ Tobacco Account/License ID Number: _____
 PTA Tax Account/License ID Number: _____

SECTION V CERTIFICATION

Individual owner(s), partner(s), or corporate officer(s) responsible for return information. Ownership change requires a new registration.

Name	SSN	Name	SSN
Email		Daytime Telephone Number	
Signature		Title	Date

Instructions for REV-1705R

Tax Account Information Change/Correction

GENERAL INFORMATION

This form is to be used to report Entity ID (FEIN/SSN), business name, address corrections, a change to a more frequent filing status, and/or to register to collect and remit local sales tax. This form may also be used to change/correct information for other business taxes. Sales/use tax, PTA, VRT, and tobacco licenses are non-transferable. myPATH users may make changes directly to their accounts by logging in to myPATH at mypath.pa.gov.

LINE INSTRUCTIONS

SECTION I

ACCOUNT INFORMATION

Enter your eleven-digit Account ID, eight-digit License ID, or eight-digit Withholding ID Number. Update your FEIN if it has been changed by the Internal Revenue Service. The Pennsylvania Online Business Tax Registration must be completed if you have received a new FEIN. To change to a more frequent filing status, check the appropriate block for sales tax or employer withholding. A change in filing status will be effective only at the beginning of a filing period.

SECTION II

EXISTING AND NEW LEGAL TRADE NAME INFORMATION

Complete this section if your legal and/or trade name changed or if correcting an error. However, if your legal and/or trade name changed as a result of a business reorganization (e.g., incorporation or a change in ownership), a new Pennsylvania Online Business Tax Registration must be completed. If the Primary, Location, and/or Mailing Address changed, complete this section. **A Post Office Box is not acceptable for a physical location.**

SECTION III

ADD LOCAL SALES TAX

If a business opens a new location in Allegheny and/or Philadelphia county(ies), and it does not currently report the local sales tax for that/these county(ies), complete this section. Enter the date(s) of the first sale from either one or both counties, if applicable.

SECTION IV

OTHER TAX CHANGES

If changing information for other taxes, check the appropriate box and enter the corresponding Account ID, License ID, or Withholding ID Number(s).

SECTION V

CERTIFICATION

If there are changes to the individual owner(s), partner(s), or corporate officer(s) responsible for return information, complete this section.

If the owner(s), partner(s), or corporate officer(s) changed as a result of the restructure of a business (e.g., incorporation or a change in ownership), a new registration form must be completed to obtain a new account ID number(s).

SIGN AND DATE THE FORM

Include a daytime telephone number and title. Fax or Email the completed form to:

Fax: 717-787-3708

Email: ra-btftregisfax@pa.gov

REGISTRATION METHODS

To register, complete the Pennsylvania Business Tax Registration available on myPATH at mypath.pa.gov.