



STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
UPDATE NAME / ADDRESS / CONTACT INFORMATION
FOR BUSINESS

Save time and paper by completing this form on MyDORWAY, our free online tax portal! Go to MyDORWAY.dor.sc.gov and sign in to your existing account or create a new account to get started.

Complete this form to notify the SCDOR of a change of name, address, and/or contact information for a business.

The SCDOR will not accept this form unless you complete Section A and all other applicable sections, then sign in Section E.

Section A: Your identifying information - You must complete this section.

\* If your business is changing ownership, you are REQUIRED to apply for new tax accounts.

FEIN/SSN: Business's legal name:

Mark the box to indicate which of your tax accounts should be updated:

- Corporate Account/File #
Sales & Use (Retail License, Use Tax) Account/File #
Withholding Account/File #
Other Account/File #
All accounts

Section B: Complete this section to update your business name.

\* Corporations and LLCs are REQUIRED to include a copy of their Articles of Amendment reflecting a legal name change.

Mark the box to indicate which of your names should be updated:

- Legal name DBA name Both

New legal name:

New DBA name:

Section C: Complete this section to update your business address.

Mark the box to indicate which of your addresses should be updated:

- New location address

Street:

County: City: State: ZIP:

Tax municipality:

- New mailing address

Street:

County: City: State: ZIP:

Section D: Complete this section to update your business contact information.

New phone number (include area code): New email:

New business owners, partners, or officers:

Table with 4 columns: Name, SSN, Address, % Owned

Section E: Your signature - You are REQUIRED to sign this form to initiate your request.

Signature of owner/partner/officer: Date:

Email this form, with any required documents, to: Registrationfortaxes@dor.sc.gov

## Instructions

Use this form to request an update of your name, address, and contact information for your business.

For faster results, complete this form on MyDORWAY, our free online tax portal, at **MyDORWAY.dor.sc.gov**. Sign in to your existing account or create a new account to get started.

You must complete Section A and all other applicable sections, then sign in Section E to initiate your request.

### **Section A: Your identifying information - You must complete this section.**

- Enter your business's FEIN or SSN.
- Enter your business's legal name.
- Mark the box to let us know which of your tax accounts should be updated.
- Enter your account/file number for each tax account being updated.

If your business is changing ownership, you are **required** to apply for new tax accounts.

### **Section B: Complete this section to update your business name.**

- Mark the box to let us know which of your names should be updated.
- Enter your new legal name, if applicable.
- Enter your new DBA name, if applicable.

Corporations and LLCs are **required** to include a copy of their Articles of Amendment, reflecting a legal name change.

### **Section C: Complete this section to update your business address.**

- Mark the box to let us know which of your addresses should be updated.
- Enter your new location address, if applicable.
- Enter your new mailing address, if applicable.
- Be sure all information is complete and accurate.

### **Section D: Complete this section to update your business contact information.**

- Enter your new phone number, if applicable.
- Be sure to include the area code with your phone number.
- Enter your new email address, if applicable.
- Enter your new business owners, partners, or officers, if applicable.

### **Section E: Your signature - You are REQUIRED to sign this form to initiate your request.**

- The SCDOR will not accept this form if it is not signed.

If you're not making your request through MyDORWAY, email this form with any required documents to **Registrationfortaxes@dor.sc.gov**.

### **The Family Privacy Protection Act**

Under the Family Privacy Protection Act, the collection of personal information from citizens by the SCDOR is limited to the information necessary for the SCDOR to fulfill its statutory duties. In most instances, once this information is collected by the SCDOR, it is protected by law from public disclosure. In those situations where public disclosure is not prohibited, the Family Privacy Protection Act prevents such information from being used by third parties for commercial solicitation purposes.

### **Social Security Privacy Act Disclosure**

It is mandatory that you provide your Social Security Number on this tax form if you are an individual taxpayer. 42 U.S.C. 405(c)(2)(C)(i) permits a state to use an individual's Social Security Number as means of identification in administration of any tax. SC Regulation 117-201 mandates that any person required to make a return to the SCDOR must provide identifying numbers, as prescribed, for securing proper identification. Your Social Security Number is used for identification purposes.