

Change of Address for Individuals

SAVE TIME AND PAPER BY COMPLETING ON MyDORWAY

- Start by logging into **MyDORWAY**
- To change your name or address, select the **More** tab, then click **Manage Names & Addresses**
- To update your email address or phone number, click **Manage My Profile**



Manage your tax accounts online for FREE!

MyDORWAY

Fast. Easy. Secure.

One-stop shop!

Manage your tax accounts all in one place

- Review your payment history
- Immediate access to correspondence
- Easily update your account information
- View your past returns and application submissions

+ more!

Why MyDORWAY?

- Access your account 24/7
- Make ACH debit or credit card payments, **with no convenience fees**
- Receive immediate confirmation for transactions
- Reduce errors with automatic calculations
- Control who has access to your tax accounts
- Always know you're using the most up-to-date forms

Ready to sign up for MyDORWAY?

Go to **dor.sc.gov/MyDORWAY** to get started.

You'll need your SSN, ITIN, or FEIN, and your last payment amount.

Tutorials are available at **dor.sc.gov/MyDORWAY**

Questions? We're here to help. Email us at **TaxSupport@dor.sc.gov**



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

SC8822I(Rev. 9/22/25)
3314

The fastest, easiest way to update the name, address, and contact information associated with your Individual Income Tax account is to use MyDORWAY, our free online tax portal. Go to **MyDORWAY.dor.sc.gov** and log in to your existing account or create a new account to get started.

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

If you are updating your legal name, you are **required** to include a copy of your Social Security Card or ITIN documentation verifying your new name.

Last name	First name	M.I.	SSN/ITIN
Former last name (if applicable)	Former first name	M.I.	
Spouse's last name (if filing jointly)	First name	M.I.	SSN/ITIN
Spouse's former last name (if applicable)	Former first name	M.I.	

Section B: Your mailing address

New mailing address				
Street (including number) or PO Box	Apt/Ste	City	State	ZIP
Old mailing address				
Street (including number) or PO Box	Apt/Ste	City	State	ZIP

Section C: Your contact information

Daytime phone number (including area code)	Email
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Section D: Signature - You are REQUIRED to sign this form to initiate your request.

By signing below, you are authorizing the South Carolina Department of Revenue (SCDOR) to update your information and certify to the best of your knowledge and belief that this report is true.

Your signature	Date
Spouse's signature (if filing jointly)	Date
Representative's, executor's, or administrator's signature (if applicable, attach POA)	Date

If you're **not** making your updates through MyDORWAY:

- Email the completed form with any required documents to **TaxSupport@dor.sc.gov**, or
- Mail to South Carolina Department of Revenue, PO Box 125, Columbia, SC 29214-0400



Instructions

The fastest, easiest way to update the name, address, and contact information associated with your Individual Income Tax account is to use MyDORWAY, our free online tax portal. To get started, go to **MyDORWAY.dor.sc.gov** and log in to your existing account or create a new account.

Section A: Your identifying information

- If you are updating your legal name, you are **required** to include a copy of your Social Security Card or ITIN documentation showing your new name.

Section B: Your mailing address

- Enter your new and old mailing address. Include number and street or PO Box.

Why does the SCDOR need your correct address?

The SCDOR wants to be sure we are sending your tax information to the right place. If you move or change your mailing address after you file your return and don't let us know, your refund or other important tax documents may never reach you.

Section C: Your contact information

- Enter your updated phone number (including area code) and email address.

Help the SCDOR keep our records up to date! Confirm your correct mailing address and contact information with us every 6 months. Go to **MyDORWAY.dor.sc.gov**, log in to your existing account or create a new account to get started.

Section D: Your Signature

- You are **required** to sign this form to initiate your request. If married filing jointly, both spouses must sign.
- If you're signing as a representative, executor, or administrator of the taxpayer, you must attach a copy of the Power of Attorney or Appointment of Personal Representative authorizing you to submit this request.

If you are **not** making your updates through MyDORWAY, submit this form, with any required documents by:

- Emailing it to **TaxSupport@dor.sc.gov**, or
- Mailing it to the South Carolina Department of Revenue, PO Box 125, Columbia, SC 29214-0400.

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.