

**City of Huntsville
Finance Department**

308 Fountain Circle P.O. Box 308 Huntsville, Alabama 35804
Phone (256) 427-5070 Fax (256) 427-5064

For Department Use Only

Date Received: _____
System Updated: _____
TP Confirmation: _____
CT Office: _____

CHANGE OF TAX ACCOUNT INFORMATION

Confidential

Use this form to report changes in your Huntsville Tax Account. Return completed form to the Finance Department for processing. For changes to Legal Business Name, Huntsville Location Address or Business Structure, you must complete a new business license application.

CURRENT INFORMATION

Provide information as it currently appears on your City of Huntsville taxpayer account.

Taxpayer Account Number: _____ Federal ID Number: _____ NAICS Code: _____
Legal Name of Business: _____ Trade Name (d/b/a): _____
Mailing Address: _____ Phone No.: _____

NEW INFORMATION

Effective Date of Change: _____

Please indicate changes you would like to make by completing applicable sections below.

Change of Business Status

The business referenced above has closed or discontinued operations in Huntsville.

Date Business Closed: _____

If business was sold, provide the following information:

Name of Purchaser: _____

Address of New Owner/Purchaser: _____

City, State, Zip: _____

Phone/Fax: _____

Date Business Sold: _____

Change of Address

The mailing address for applicable tax forms has changed. The new address to which forms should be mailed is as follows:

Mailing Address _____ Location Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone/Fax: _____ / _____

Email: _____

Change of Contact Information

Authorized Tax Representative: _____

(Person, Officer or Member responsible for reporting and/or receiving confidential tax information)

Phone Number: _____ Fax Number: _____

Email: _____

Change Tax Return Filing Status

Filing Frequency

- Monthly Annual
 Quarterly Occasional

Tax Type

- Sales Rental
 Use Lodging
 Gasoline Tobacco

AUTHORIZATION TO REQUEST CHANGE OF TAXPAYER INFORMATION

Date Printed Name Signature Title