

Submit your permit information changes online!

Go to: www.iowa.gov/tax



Iowa Department of Revenue

www.iowa.gov/tax

Request for Change, Correction, or Cancellation of Tax Permit

Mail This Form To:

Registration Services
Iowa Department of Revenue
P.O. Box 10470
Des Moines, IA 50306-0470

Legal Name: _____

Trade Name: _____

Mailing Address: _____

Fax: 515-281-3906

City: _____ State: _____ ZIP: _____

Indicate by checkmark and permit number those permit records you request to change, correct, or cancel.

- Sales Tax Permit No. _____
- Motor Fuel Tax Permit No. _____
- Consumer's Use Tax Permit No. _____
- Retailer's Use Tax Permit No. _____
- Household Hazardous Material Permit No. _____
- Employer Withholding Permit No. _____
- Other No. _____

Checkmark and complete the applicable area(s):

- Cancel. Reason: _____ Effective date: _____
- Reinstate. Reason: _____ Effective date: _____

Name Change

- Change legal name to: _____ New Federal Identification Number: _____
- Change trade name to: _____

Address Change

- Change mailing address only to: _____
- Change physical location address only to (**PO Box Not Allowed**): _____
- Change physical location *and* mailing address to: _____

Officers and Partners

- Add corporate officer name: _____
Address: _____ Soc. Sec. No. _____
- Delete corporate officer name: _____ Soc. Sec. No. _____
- Add partner name: _____
Address: _____ Soc. Sec. No. _____
- Delete partner name: _____ Soc. Sec. No. _____

Filing Frequency (if qualified)

- Change of filing frequency (effective the 1st day of the next quarter): _____
- Change to annual filer only during January and February. (Requests received after last day of February will become effective the 1st day of the following year.)

Other Corrections: _____

Request for copy of Sales Tax Permit (A letter with your Business eFile Number (BEN), your permit number, and a printed permit.)

Owner / Officer Signature: _____ **Date:** _____

Title: _____

Contact Person: _____ Contact Phone Number: _____

You will also need to complete a new permit application form if you are changing:

- ownership, incorporating, type of ownership, Federal Identification Number
- location address from one Iowa county to another and have a sales tax or consumer's use tax permit
- physical location address from Iowa to out of state
- physical location address from out of state to Iowa

Questions?
www.iowa.gov/tax
idr@iowa.gov
 1-800-367-3388
 or 515-281-3114