



Request for Change, Correction, Cancellation, or Reinstatement of Tax Permit

Legal name on existing permit	Social Security Number (SSN)
Trade name on existing permit	Federal Employer Identification Number (FEIN)
Address on existing permit	
City	State ZIP

1. Change Legal and/or Trade Name

If your name change is due to a change in ownership, you must cancel your permit and apply for a new one. List the permit number only for the tax types you are changing. Legal name is tied to all tax types. A trade name may be different for each business location.

Change Name For	Permit Number
Sales Tax	
Consumer's Use Tax	
Retailer's Use Tax	
Withholding Tax	
Fuel Tax	

Reason for change	
Verify FEIN	
New legal name	
New trade name	

2. Change Location Address

Check the box and list the permit number only for the tax types you are changing.

Note: You need to cancel your sales tax and/or use tax permit(s) and complete a new application form if you are changing:

- location address from one Iowa county to another
- location address from Iowa to out of state
- location address from out of state to Iowa

Change Location For	Permit Number
<input type="checkbox"/> Sales Tax	
<input type="checkbox"/> Consumer's Use Tax	
<input type="checkbox"/> Retailer's Use Tax	
<input type="checkbox"/> Withholding Tax	
<input type="checkbox"/> Fuel Tax	

Reason for change	
Phone	
New location address <small>Must be a street address. DO NOT write PO Box.</small>	

3. Change Mailing Address

Check the box and list the permit number only for the tax types you are changing.

If you want a different mailing address for each tax type, include a separate sheet. Otherwise, the mailing address will be added to all tax types for which you list the permit number.

Change Mailing For	Permit Number
<input type="checkbox"/> Sales Tax	
<input type="checkbox"/> Consumer's Use Tax	
<input type="checkbox"/> Retailer's Use Tax	
<input type="checkbox"/> Withholding Tax	
<input type="checkbox"/> Fuel Tax	

New Mailing Address

4. Change Filing Frequency (if qualified)

For each tax type you need to change, check the appropriate box, provide the permit number, and check the frequency requested and effective date. Note the following:

- Your filing history must meet the filing threshold for the requested filing frequency. Filing frequency information is available at https://tax.iowa.gov under businesses and due dates.
- Changes to and from annual filing are effective January 1. Requests received after April 30 will take effect on January 1 of the following year.
- All other filing statuses may be changed at the start of a future calendar quarter. Check the quarter of the effective date.

Reason for Change:		Frequency Requested (must check one)				Effective Date (must check one)			
Change Frequency For	Permit Number	Annual (Jan1)	Quarterly	Monthly	Semi-monthly	Jan 1	Apr 1	Jul 1	Oct 1
Sales Tax									
Consumer's Use Tax				N/A	N/A				
Retailer's Use Tax					N/A				
Withholding Tax		N/A							

5. Change Partners, Corporate Officers, or Responsible Parties (include a separate list, if needed)

Check the box and provide the permit number for each tax type for which you want to change the partner, officer, or responsible party. Check the box to add or deactivate the individual and provide the effective date, name, SSN, and personal address. Add additional sheet if necessary.

Tax Type	<input type="checkbox"/> Sales Tax	<input type="checkbox"/> Consumer's Use Tax	<input type="checkbox"/> Retailer's Use Tax	<input type="checkbox"/> Withholding Tax
Permit Number				
Reason for Change				
Add or Deactivate	Effective Date	Individual Name	SSN	Personal Address
<input type="checkbox"/> Add				
<input type="checkbox"/> Deactivate				
<input type="checkbox"/> Add				
<input type="checkbox"/> Deactivate				
<input type="checkbox"/> Add				
<input type="checkbox"/> Deactivate				
<input type="checkbox"/> Add				
<input type="checkbox"/> Deactivate				

6. Cancel Permit

Check the box and list the permit number only for the tax types you want to cancel.

Cancel Permit for	Permit Number	Effective Date (last date of sales or withholding)	Reason For Cancellation
<input type="checkbox"/> Sales Tax			
<input type="checkbox"/> Consumer's Use			
<input type="checkbox"/> Retailer's Use Tax			
<input type="checkbox"/> Withholding Tax			
<input type="checkbox"/> Fuel Tax			

7. Reinstate Permit

Check the box and list the permit number only for the tax types you want to reinstate.

Reinstate Permit for	Permit Number	Effective Date (first date of sales or withholding)	Reason For Change
<input type="checkbox"/> Sales Tax			
<input type="checkbox"/> Consumer's Use			
<input type="checkbox"/> Retailer's Use Tax			
<input type="checkbox"/> Withholding Tax			

8. Request for Copy of Permit and Business eFile Number (BEN) Letter

Check the box and list the permit number only for the tax types for which you need a BEN letter. You will receive a letter with your BEN, your permit number, and a permit. The letter will be sent to the mailing address.

Copy of Permit/BEN Letter for	Permit Number
<input type="checkbox"/> Sales Tax	
<input type="checkbox"/> Consumer's Use Tax	
<input type="checkbox"/> Retailer's Use Tax	
<input type="checkbox"/> Withholding Tax	

9. Signature

Note: This form must be signed by an owner, a partner, or a corporate officer.

Signature	
Print name	
SSN	Date
Title	
Contact name	Phone
Email	

Questions? Contact Taxpayer Services

Phone: 515-281-3114 or 800-367-3388

Email: idr@iowa.gov

eFile & Pay: <https://tax.iowa.gov>

Request changes online: <https://tax.iowa.gov>

Or, submit this form by:

Fax: 515-281-3906, ATTN: Registration Services

Mail: Registration Services

Iowa Department of Revenue

PO Box 10470

Des Moines IA 50306-0470

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