



Business Tax Account Update

For office use only

- If you are only reporting an address change, the fastest and easiest way is online...
• Attach additional sheets if necessary.
• You may not use this form to request an entity change.

Step 1 Select tax type(s) to be updated. Includes checkboxes for All business tax types, Corporation, Sales and use, etc.


Step 2 Identify your business. Step 3 Enter updated information. Includes fields for legal name, trade name, telephone, fax, email, and address.

Step 4a Enter owner/officer/partner/member/director/controlling person information and mark an X in the appropriate boxes.

Step 4b Enter affiliated person (AP) information for purposes of cigarette and tobacco tax only.

Step 5 Report sale of business or change of business activity. Includes fields for name of buyer, address, EIN, and date of sale.

Important: You may not use this form to close your account. In most cases you must file a final return; corporations must complete a dissolution process.

<p><b>Step 6</b></p> <p>Sign and mail your update. For where to file see instructions.</p>	 <p><b>Sign here</b></p>	I certify to the best of my knowledge and belief that this report is true, correct, and complete, and that I am authorized to report account updates.		<p><b>For office use only</b></p> <p>Previous doc loc number</p>	
		Signature			
		Title	Date		
		Print contact name	Contact's daytime telephone number (     )		
		Email address of contact person			

**Address changes for business tax accounts**

If not doing so online, you may report an address change for businesses on Form DTF-96, *Report of Address Change for Business Tax Accounts*. To prevent you from having to complete two forms when you need to change your address and other business information at the same time, we have included the address change information on this form. You should be able to report all your changes on Form DTF-95.

**Note:** If you want to update the information or change the address for more than one tax type, and the information is different for each tax type, you must either attach another Form DTF-95 or Form DTF-96 for each additional tax type or, using the same format, create and attach a separate listing that contains all the address information, indicates the tax type(s) for that address, and your identification number.

**Important:** Complete steps 1, 2, and 6 before continuing below. Mail the completed form to the address listed in Step 6 of the instructions.

**Section A**

List your **new** address(es); enter only if different from current information.

<p><b>New physical address</b></p>	<p><b>Note:</b> To change the physical address for petroleum business, alcoholic beverages, adult-use cannabis, medical cannabis, and cigarette tax types, see <i>Legal restrictions</i> in the instructions.</p>		Effective date of this address change	
	Physical location of business (number and street) - <b>Do not enter a PO Box</b> here.			New telephone number
	City	County	State	ZIP code

**Note:** The address(es) you list in Section A will be used for the tax types you marked in Step 1.

<p><b>New mailing address</b></p>	Business or firm name to which NYS Tax Department mailings are to be sent		Effective date of this address change		
	Name of person to whom NYS Tax Department mailings are to be sent (optional)				
	New number and street or PO Box			New contact telephone number	
	City	County	State	ZIP code	Country if not U.S. ( <i>see instr.</i> )