Instructions for Form DTF-95
Business Tax Account Update

General information
If you are only reporting an address change, the fastest and easiest way for most tax types is online. Visit our website (see Need help?) and select the option to change your address.

Use Form DTF-95 to correct or update certain business tax records with the New York State Department of Taxation and Finance (Tax Department). You must complete a separate form for each tax type that has updated information to report. If you are reporting only an address change, and not doing so online, you may use Form DTF-96, Report of Address Change for Business Tax Accounts, instead of Form DTF-95.

Legal name, doing business as (DBA) name, or address changes to withholding tax information will also update corresponding information on your unemployment insurance account with the New York State Department of Labor and your Metropolitan Commuter Transportation Mobility Tax (MCTMT) account.

What you may update on this form
You may report a change to any of the following:

• your business name, identification number, telephone and fax numbers, email address, and owner/officer/responsible person(s)/affiliated person(s) information;

• your business activity;

• your business location (physical address) or mailing addresses (you may use Form DTF-96 instead for address changes only).

What you may not update on this form
You may not change your business’ entity (see Entity change);

• you may not register a business with the Tax Department;

• you may not change PromptTax (EFT) program participant information (call the PrompTax Customer Service Center at 518-457-2332);

• you may not close your account with the Tax Department (see Closing a business);

• you may not add another location or delete a location for sales tax (see Form DTF-17, Application to Register for a Sales Tax Certificate of Authority; see Need help?).

Legal restrictions
Legal restrictions for petroleum-, alcohol-, and cigarette-related businesses
Filing Form DTF-95 is not a substitute for prior approval required for certain changes. Failure to obtain prior approval may result in the cancellation of your registration, license, or permit.

In addition to filing Form DTF-95, if you are registered, licensed, or granted a permit for any of the following activities:

• a distributor of beer, cider, wine, liquor, or other alcoholic beverages (Article 18);

• a cigarette agent, wholesale dealer of cigarettes, distributor of tobacco products or wholesale dealer of tobacco products, or a chain store (Articles 20 and 20-A);

• a motor fuel distributor, importing/exporting transporter, terminal operator, or liquefied petroleum gas fuel permittee (Articles 12-A and 13-A);

• a diesel motor fuel distributor, retailer of heating oil only, or distributor of kero-jet fuel only (Articles 12-A and 13-A); or

• an aviation fuel business or residual petroleum products business (Article 13-A);

you must also:

• notify the Tax Department in writing to report changes to the owner/officer/responsible person information of any type of registrant or licensee; or

• report changes, additions, and deletions of the location of a cigarette agent or wholesale dealer warehouse.

Send your written notification to:
NYS TAX DEPARTMENT
REGISTRATION AND BOND UNIT
W A HARRIMAN CAMPUS
ALBANY NY 12227-2993

Certain changes may require you to complete a new registration for your business.

Entity change
You may not use this form to request a change in the type of entity of your business (for example, from sole proprietorship to partnership or partnership to corporation, and so on). Changes of this nature have certain legal requirements, such as incorporation, dissolution of a corporation, registering a new partnership, altering the partners, filing for a DBA certificate, and so on. Entity types include corporations, partnerships, sole proprietors, and several types of limited liability organizations (LLC, LLP, LLC, and LLC). See the instructions for your tax returns or contact the Tax Department if you need to change your type of entity (see Need help?).

Legal name change
• If you are a domestic corporation (incorporated within New York State) or foreign authorized corporation (incorporated outside New York State), or an LLC or LLP, registered with the New York State Department of State (NYSDOS), you must report a legal name change with NYSDOS (after which you may file Form DTF-95).

• If you are a foreign corporation that is not authorized (registered with NYSDOS), use Form DTF-95 to report a legal name change. You may be asked to provide further information.

• All other business entities may use Form DTF-95 to report a legal name change.

Closing a business
In many cases a final return must be filed to report your last activity and to close that account. Corporations must complete a dissolution process and obtain a filing receipt from the NYSDOS. For more information on voluntary dissolution and surrender of authority, see Forms TR-125, Instructions for Voluntary Dissolution of New York State Business Corporations, and TR-199, Surrender of Authority-Foreign Corporation, on our website (see Need help?).

Foreign addresses
If you are located outside of the United States and you find that your address will not fit in the spaces provided, you may attach a separate sheet with your address information. Be sure to identify for which tax type(s) each address is to be used.

Specific instructions
You must always complete Steps 1, 2, and 6. Complete Steps 3 through 5 and page 2, as needed, to report your updates.

Step 1 – Select tax type(s) to be updated
See Legal restrictions before selecting the tax types. Then indicate which business tax records should be updated by marking an “X” in the appropriate box(es) in the section. If the updated information is the same for all your business tax types on file with the Tax Department, you need to mark the first box only, All business tax types on file with NYS Tax Dept. If you are not marking the first box and your change affects a tax not listed, mark the box labeled Other and enter the tax type and account number in the spaces below that box.

Step 2 – Identify your business
Current information on file
Identify your business by filing in all the requested information for your business as currently on file with the Tax Department. This will assist us in updating your records.

Identification number – Enter your identification number as it appears on materials you are currently receiving, or the identification number that you entered when you last filed a tax return.

Legal name – Enter your business’ legal name as follows:

• for a corporation or LLC, enter the exact legal name of the business as it appears on the Certificate of Incorporation or Certificate of Registration;
Step 5 – Report sale of business or change of business activity

- If you sold or transferred your business (or your entire inventory), mark an X in the box and enter the name, address, and employer identification number (EIN) of the buyer and the date of sale. You must still officially notify the Tax Department of the sale using Form AU-196.10, Notification of Sale, Transfer, or Assignment in Bulk.

- If your primary business activity has changed, describe your new type of business activity and enter the new six-digit NAICS business activity code(s). To find the best NAICS code for your new activity, see Publication 910, NAICS Codes for Principal Business Activity for New York State Tax Purposes on the Tax Department’s website (see Need help?).

Step 6 – Sign and mail your update

The authorized person must sign and date the report, enter his or her title, and print the name of a contact and the contact’s daytime telephone number (including area code and extension, if any) and e-mail address. The person who signs the form must be authorized to report updates for this business.

Mail your completed form to:

NYS TAX DEPARTMENT
ST REGISTRATION/ACCOUNT SERVICES
W A HARRIMAN CAMPUS
ALBANY NY 12227-0865

Private delivery services – If you are not submitting your form by U.S. Mail, see Publication 55, Designated Private Delivery Services, for the address and other information.

Address changes

If not doing so online, you may report address changes on this form or on Form DTF-96. Mark an X in the box in the Updated information section and enter your updated address information on the back of Form DTF-95. See Legal restrictions for special reporting requirements. Enter your addresses in a format that will be recognized by the post office. It is important that you enter your addresses correctly. If you need to enter an address outside the U.S., see Foreign addresses.

Section A – List your updated address(es)

Enter address information only if it is different from current information.

If applicable, enter your new physical location, the effective date of the address change, and your new business telephone number.

If applicable, enter your new mailing address or the mailing address of the person and firm that you wish to receive mailings sent by the Tax Department. Also enter the effective date of the change and the new telephone number for a person who can be contacted about any tax information.

Privacy notification

New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request for personal information, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our website, or, if you do not have Internet access, call and request Publication 54, Privacy Notification. See Need help? for the Web address and telephone number.

Need help?

Visit our website at www.tax.ny.gov
• get information and manage your taxes online
• check for new online services and features

Telephone assistance

Business Tax Information Center: 518-457-5342
To order forms and publications: 518-457-5431
Text Telephone (TTY) or TDD Dial 7-1-1 for the equipment users New York Relay Service