



DOF-1 CHANGE OF BUSINESS INFORMATION

USE THIS FORM TO REPORT ANY CHANGES IN YOUR BUSINESS'S NAME, BILLING OR BUSINESS ADDRESS, OR TELEPHONE NUMBER.
(SEE INSTRUCTIONS ON PAGE TWO BEFORE COMPLETING THIS FORM.)

BUSINESS INFORMATION - Enter in the spaces below the old and new (revised or changed) information.

Did you know that you can change your business name or address information online? Log on to www.nyc.gov/eservices and sign up for a business tax web profile that you can use to view your accounts, make payments, change account information, and much more.

OLD INFORMATION

Entity ID (EIN or SSN)		Trade Name (DBA, etc.)		
Legal Name				Business Telephone Number ()
Business Address	City	State	ZIP Code	Country (if not US)

NEW INFORMATION

EFFECTIVE DATE	____ - ____ - ____	Entity Type (check one):	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
	MONTH DAY YEAR				
Entity ID (EIN or SSN)		Trade Name (DBA, etc.)			
Legal Name				Business Telephone Number ()	
Business Address	City	State	ZIP Code	Country (if not US)	
Billing Address c/o (for commercial rent tax filers only)					
City	State	ZIP Code	Email Address:		
Reason(s) for change					

**SIGN
HERE:**

Signature

Title

Date

Once you complete this form, mail it immediately to: **New York City Department of Finance, Entity Processing Unit - DOF-1, 59 Maiden Lane, 19th Floor, New York, NY 10038.**
(If there are no changes to the above information, keep this form in your files. In the event a change occurs, complete the form and send it to us as soon as possible.)

The purpose of Form DOF-1, Change of Business Information, is to provide a simple and convenient means for you to correct or update your business tax records. Please send us a completed Form DOF-1 whenever there is a change in your business's name, ID number, billing or business address, or telephone number.

If there are currently no changes to your business's information, keep this form in your files. In the event a change occurs, complete the form and send it to us as soon as possible. If you need additional forms, call 311. If calling from outside of the five NYC boroughs, please call 212-NEW-YORK (212-639-9675). This form is also available online. Visit www.nyc.gov/finance and search "DOF-1."

BUSINESS INFORMATION

Enter in the spaces available all old and new information regarding your business's operation.

In the **OLD INFORMATION** area, enter your:

ENTITY ID NUMBER - This is the number that is currently used to identify your business tax account. It is the number that either appears on all Department of Finance mailing labels you are currently receiving, or it is the number that you entered when you last filed a tax return. This identifying number must be entered in order for us to make any account changes.

TRADE NAME - This is the name that you use in conducting your normal day-to-day business operation.

LEGAL NAME - Your legal name is the name under which your business owns assets or incurs debts. For sole proprietorships, it is the name of the sole proprietor; for corporations, it is the name filed with the New York Secretary of State; and for partnerships, it is the legal name used in the partnership agreement.

BUSINESS ADDRESS - The address where your major business activity is physically located.

BUSINESS TELEPHONE NUMBER - The number where you can usually be reached during normal business hours.

In the **NEW INFORMATION** area, enter the date the new information became effective. Enter your new or revised:

ENTITY TYPE - This is the legal form of the taxpayer. Check either individual (e.g., sole proprietor or self-employed professional), partnership, or corporation. If the taxpayer is a limited liability partnership or limited liability company treated as a partnership for federal income tax purposes, check partnership. If the taxpayer is a limited liability company treated as a corporation for federal income tax purposes, check corporation. If the taxpayer is a single member limited liability company owned by an individual and disregarded for federal income tax purposes, check individual. See Finance Memorandum 99-1 for additional

information about disregarded entities for federal income tax purposes. Finance Memorandum 99-1 is available at www.nyc.gov/finance.

ENTITY ID NUMBER - If you have recently received an EIN (Employer Identification Number) or have otherwise changed your identification number, enter the new number here. (If there is no change, leave this space blank.)

TRADE NAME - (see above)

LEGAL NAME - (see above)

BUSINESS ADDRESS AND TELEPHONE NUMBER - (see above)

BILLING ADDRESS (for commercial rent tax filers only) - The address where you now want us to send all of your tax returns and notices. Be sure to include your street name and number, city, and post office box number, if any. (If there is no change, leave this space blank.)

REASON(S) FOR CHANGE - Enter the specific reason(s) for sending us this form (i.e., change of name, change of ID number, change of entity, change of address, etc.).

SIGNATURE - Sign your name and enter your title and the date in the spaces provided. Send your completed form to:

**NYC Department of Finance
Entity Processing Unit - DOF-1
59 Maiden Lane, 19th Floor
New York, NY 10038**

PRIVACY ACT NOTIFICATION

The Federal Privacy Act of 1974, as amended, requires agencies requesting Social Security Numbers to inform individuals from whom they seek this information as to whether compliance with the request is voluntary or mandatory, why the request is being made and how the information will be used. The disclosure of Social Security Numbers for taxpayers is mandatory and is required by section 11-102.1 of the Administrative Code of the City of New York. Such numbers disclosed on any report or return are requested for tax administration purposes and will be used to facilitate the processing of tax returns and to establish and maintain a uniform system for identifying taxpayers who are or may be subject to taxes administered and collected by the Department of Finance, and, as may be required by law, or when the taxpayer gives written authorization to the Department of Finance for another department, person, agency or entity to have access (limited or otherwise) to the information contained in his or her return.