

Alabama Department of Labor  
Unemployment Compensation Division  
Status Unit Room 4201  
Montgomery, Alabama 36131  
Phone: 334-242-8830 Fax: 334-242-2067

**Report of Employer Account Changes**

Employer Account Number \_\_\_\_\_ Federal ID Number \_\_\_\_\_

Business Name \_\_\_\_\_

New Mailing Address:

New Physical Location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone #:

Corporate Name Change:

\*Articles of Amendment must be attached.

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

**Close/Inactivate SUI Account**

Please close account effective: \_\_\_/\_\_\_/\_\_\_ for the reason listed below:

- 1) \_\_\_ Ceased employment.
- 2) \_\_\_ Discontinued business.
- 3) \_\_\_ \*Leasing employees.
- 4) \_\_\_ \*Entire business sold.
- 5) \_\_\_ \*Portion of business sold. Number of employees transferred: \_\_\_\_\_.
- 6) \_\_\_ \*Merger.

\*If yes to 3, 4, 5 or 6 please provide the new owner/company's name, address and phone# below:

\_\_\_\_\_

If there has been a change in Federal ID number it will be necessary to register as a successor. You may register at [www.Labor.Alabama.Gov](http://www.Labor.Alabama.Gov) . If there was no change to the FEIN but there has been a change in partners or type of entity download the paper Form SR-2 for a new account number.

Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**This form must be signed and dated by an authorized person, including their title or the changes will not be processed. If signed by an independent accountant we must have a current Power of Attorney on file. This form may be emailed to [Status@Labor.Alabama.Gov](mailto:Status@Labor.Alabama.Gov) .**