



DOF-1 CHANGE OF BUSINESS INFORMATION

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

SECTION I: TAX RECORD AFFECTED -

Check (✓) the box(es) below to indicate which business and excise tax records should be changed.

- General Corporation Tax
- Commercial Rent Tax
- Banking Corporation Tax
- Business Corporation Tax
- Utility Tax
- Hotel Tax
- Unincorporated Business Tax
- Commercial Motor Vehicle Tax
- Retail Beer, Wine and Liquor License Tax
- Other (Tax Type) _____

SECTION II: BUSINESS INFORMATION - Enter in the spaces below the old, new (revised or changed) or out-of-business information.

OLD INFORMATION					
Entity ID (EIN or SSN)	Account ID (see instructions)	Trade Name (DBA, etc.)			
Legal Name					Business Telephone Number ()
Business Address	City	State	Zip Code	Country (if not US)	

NEW INFORMATION					
EFFECTIVE DATE MONTH - DAY - YEAR			Entity Type (check one): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		
Entity ID (EIN or SSN)	Account ID (see instructions)	Trade Name (DBA, etc.)			
Legal Name					Business Telephone Number ()
Business Address	City	State	Zip Code	Country (if not US)	
Billing Address c/o (no. and street)					
City	State	Zip Code	Email Address:		
Reason(s) for change ▼			Change of business activity ▼		

Check (✓) if appropriate

OUT-OF-BUSINESS

EFFECTIVE DATE MONTH - DAY - YEAR

ATTACH: Certificate of Dissolution (if corporation); Notarized Affidavit (if unincorporated business or partnership)

Did you file a final return? YES NO

INACTIVE IN NEW YORK CITY

EFFECTIVE DATE MONTH - DAY - YEAR

ATTACH: Form NYC-245 (if corporation); federal Schedule C or Schedule C-EZ (if unincorporated business); federal Form 1065 or Form 1065-B (if partnership)

Did you file a final return? YES NO

**SIGN
HERE:**

Signature

Title

Date

Once you complete this form, mail it immediately to: **New York City Department of Finance, DOF-1 Unit, 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.)