



## Instructions

Form DTF-95, *Change of Business Information*, allows you to correct or update certain business tax records. You **may** use this form when there is a change in your business name, identification number, mailing address or business location, telephone number, or owner/officer/responsible person information.

**Important:** 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 as invalid.

If you are registered, licensed or granted a permit under Article 12-A, 13-A, 18, 20 or 20-A of the Tax Law, you **MUST** first file one or more of the forms listed below to report changes to the owner/officer/responsible person information of any type of registrant or licensee or to report changes of the location of the warehouse of a cigarette agent or wholesale dealer, then file Form DTF-95.

- A motor fuel distributor, importing/exporting transporter, terminal operator or liquefied petroleum gas fuel permittee must file Form TP-128.3.
- A diesel distributor, retailer of heating oil only or distributor of kero-jet only must file Form TP-600.
- An aviation fuel business or residual petroleum products business must file Form TP-115.
- A distributor of beer, cider, wine, liquor or other alcoholic beverages must file Form TP-215.
- A cigarette agent must file Form CG-80.3.
- A wholesale dealer of cigarettes must file Form CG-80.5.
- A distributor of tobacco products or wholesale dealer of tobacco products must file Form MT-202.
- A chain store must file Form CG-80.

If you need additional forms or information contact the Taxpayer Assistance Bureau (for address and telephone numbers see *Need Help?* below).

### Section I: Tax Records Affected

Indicate which business tax records should be changed by checking the appropriate boxes in this section. If your change affects a tax not listed, mark the box labeled *Other* and enter the tax type and account number in the space directly to the right.

### Section II: Previous Information

Enter in the spaces available all previous information regarding your business operation.

Enter your identification number as it appears on mailing labels you are currently receiving or the identification number that you entered when you last filed a tax return. Enter the legal name of your business. The legal name is the name under which your business incurs debts. For sole proprietorships, it is the name of the sole proprietor; for corporations, it is the name filed with the

New York State Secretary of State; and for partnerships, it is the legal name used in the partnership agreement. Enter the trade name (DBA) that you were operating under before the change. Enter the physical location where your major business activity is or was conducted. Enter the phone number where you can be reached during normal business hours.

### Section III: New Information

In the *New Information* area, enter the date the new information became effective. Indicate any changes in your identification number or legal name with the reason for change.

In the *New trade name (DBA)* area, enter the revised or new name under which you are conducting business and your new business telephone number. If there is a change in the type of goods or service you are offering under your new DBA, explain this in the *Change of business activity* area below your new DBA.

Enter any change in the physical location of your business, mailing address and your new business telephone number. If you wish to have another firm (such as a paid preparer) receive your Tax Department mailings, enter the name, address and telephone number of that firm.

### Section IV: Out of Business Information

If you are no longer in business, check the appropriate box and enter the date your business closed. In addition to Form DTF-95, a final return may be required under the tax laws that apply to you. Filing Form DTF-95 does not qualify as a final return.

### Section V: Owner/Officer/Responsible Person Information

Check the appropriate box to indicate whether you are adding, deleting or revising officer information.

Complete this section if there have been any changes to the information about the persons required to be listed on your application forms as owner/officer/responsible persons. If there are changes for more than one individual, attach an additional list to this form.

### Section VI: Certification

Sign and print your name and enter your title, date and daytime telephone number (including area code).

#### Privacy Notification

The right of the Commissioner of Taxation and Finance and the Department of Taxation and Finance to collect and maintain personal information, including mandatory disclosure of social security numbers in the manner required by tax regulations, instructions, and forms, is found in Article 8 of the Tax Law and 42 USC 405(c)(2)(C)(i).

The Tax Department will use this information to process your tax refunds and collect taxes, and for any other purpose authorized by law. Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law or the Penal Law. This information will be maintained by the Director of the Registration and Data Services Bureau, NYS Tax Department, Building 8 Room 924, W A Harriman Campus, Albany NY 12227.

#### Need Help?

**Telephone Assistance** is available from 8:30 a.m. to 4:25 p.m. (eastern time), Monday through Friday. **For business tax information and forms**, call the Business Tax Information Center at 1 800 972-1233. **For general information**, call toll free 1 800 225-5829. **To order forms and publications**, call toll free 1 800 462-8100. **From areas outside the U.S. and outside Canada**, call (518) 485-6800.

**Fax-on-Demand Forms Ordering System** - Most forms are available by fax 24 hours a day, 7 days a week. Call toll free from the U.S. and Canada 1 800 748-3676. You must use a Touch Tone phone to order by fax. A fax code is used to identify each form.

**Internet Access** - <http://www.tax.state.ny.us>

Access our website for forms, publications, and information.

**Hotline for the Hearing and Speech Impaired** - If you have access to a telecommunications device for the deaf (TDD), you can get answers to your New York State tax questions by calling toll free from the U.S. and Canada 1 800 634-2110. Assistance is available from 8:30 a.m. to 4:15 p.m. (eastern time), Monday through Friday. If you do not own a TDD, check with independent living centers or community action programs to find out where machines are available for public use.

**Persons with Disabilities** - In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call the information numbers listed above.

**Mailing Address** - If you need to write, address your letter to: NYS Tax Department, Taxpayer Assistance Bureau, W A Harriman Campus, Albany NY 12227.