

Form CT-8822C

Corporation Business Tax Change of Address

– See Instructions on Reverse –

Purpose of Form:

Use **Form CT-8822C** to notify the Connecticut Department of Revenue Services (DRS) of a change in the physical location or mailing address of the corporation. Check the appropriate box and enter below any change to the corporation's physical location or mailing address.

Check **ALL** boxes this change affects:

- Change in Physical Location
 Change in Mailing Address

| |
|--|
| Connecticut Tax Registration Number |
| Federal Employer Identification Number |
| Effective Date of Change: / / |

| | | | |
|---|---------------------------|-------|------|
| Corporation Name | | | |
| Old Physical Address (Number and Street) | City | State | ZIP |
| Old Mailing Address (Number and Street or PO Box) | City | State | ZIP |
| New Physical Address (Number and Street) | City | State | ZIP |
| New Mailing Address (Number and Street or PO Box) | City | State | ZIP |
| Daytime Telephone Number (<i>optional</i>) () | Email (<i>optional</i>) | | |
| Corporate Officer's Name (<i>print</i>) | | | Date |
| Signature | | | |
| Title | | | |

Mail to: DRS Operations Bureau/Registration
25 Sigourney St., Ste. 2
Hartford CT 06106-5032

Form CT-8822C

Instructions

Required Information

Enter in the spaces provided the corporation's Connecticut Tax Registration Number and Federal Employer Identification Number.

Check the corresponding box identifying the reason for the change.

Enter the old physical or mailing address of the corporation and enter the new physical location or mailing address of the corporation.

Enter the effective date of the change.

Any change in ownership requires a new Connecticut Tax Registration Number.

Signature

Print and sign your name, enter your title, and the date. This form must be signed by an officer of the corporation.

Others Who May Sign

Anyone with a signed Power of Attorney on file may sign on behalf of the principal officer (including attorneys, accountants, and enrolled agents). If you are a representative signing for the taxpayer, attach a copy of your Power of Attorney to **Form CT-8822C**.

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File Electronically Through the Taxpayer Service Center (TSC)

The **TSC** is a self-service interactive tool that can be accessed through the Connecticut Department of Revenue Services (DRS) website for a free, fast, easy, and secure way to conduct business with DRS. Taxpayers can access the **TSC** to file tax returns, pay Connecticut tax responsibilities, and update account information, such as a change of address, electronically. If you file electronically, you do not have to mail in a paper Form CT-8822C. Visit the DRS website at www.ct.gov/DRS, click on the **TSC** logo, and follow the instructions.



Further information

For further information, contact DRS at 800-382-9463 (Connecticut calls outside the greater Hartford calling area only) or 860-297-5962 (from anywhere).