



DO NOT SEND

DR 1102 (08/23/18)
COLORADO DEPARTMENT OF REVENUE
Registration Center Section - Room 102
PO Box 17087
Denver CO 80217-0087
Colorado.gov/Tax

Address Change or Business Closure Form

Instructions

The address change or closure form must be used to notify the department of name/address changes, or to notify the department that you are no longer liable for Colorado sales tax, withholding tax or retailer's use tax. If you have a login you can close your account online at Colorado.gov/RevenueOnline. File this form now through Revenue Online. Visit Colorado.gov/RevenueOnline

Revenue Online allows convenient and secure access to conduct business with the Department of Revenue. To learn more about Revenue Online, choose the "Help Link" in the upper left hand corner of the login screen. The "Help Link" gives detailed information of the services available. Third party login access information is included in the list of services.

Change in Ownership

If there has been a change in ownership and you are the new owner, you must complete a Sales Tax / Wage Withholding Account Application (CR 0100) for a new account to be established. Reminder, USE tax is due on the purchase of any tangible personal property.

FEIN

This is your Federal employer identification number. Please enter your Federal employer identification number.

Note: A new FEIN will require a new Department of Revenue account. Please fill out a Sales Tax / Wage Withholding Account Application (CR 0100)

Change of Name/Address

Use the right hand block to change any portion of your name/address. If you operate in more than one location, you should provide the account and branch number specific to the location that was closed or moved to avoid delays in processing or incorrect billing. Enter the first 8 digits (Colorado Account Number or CAN) in the "Colorado Account Number" field and

the last 4 digits or site/branch ID to the "Branch ID" field. Mail the completed form to the Department of Revenue. If you have changed jurisdiction and are filing a sales tax return please download a single flat DR 0100 form our Web site at Colorado.gov/Tax so that you may collect and remit the correct sales tax for your new location. Once the department has received your Address Change or Business Closure Form, you will begin receiving DR 0100 flats for paper return filing purposes. If you elect to file electronically, you will not receive a flat. See the DR 1002 available on our Web site to verify the tax rates applicable to your new address location. If you are changing a corporate name, you must include the Amended Articles of Incorporation from the Secretary of State's Office.

Important

DO NOT make changes to the name and address on your returns after you have notified the Department on the Address Change or Closure Form. The Department will send you new updated flats.

Date of Closure

Check the appropriate tax type box and indicate the date your account should be closed. This box should be checked ONLY if:

1. Your business was sold or discontinued.
2. You are no longer liable for the tax indicated.
3. The structure of your business changed and a new Federal Employer I.D. Number (FEIN) was issued.
4. Your corporation merged into another corporation.

Mail to and make checks payable to:

Department of Revenue
Registration Center Section - Room 102
PO Box 17087
Denver CO 80217-0087



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Use this form to notify the department of name and/or address changes or to notify the department that you want to close your account. Your Colorado Account Number (or CAN) is an 8 digit account number that is assigned to you when you open your account with the department. If you have a location based business, your sales tax license from the department should include both an 8 digit account number, as well as a 4 digit branch ID or site ID for each location you operate. To close or update the address of a location based businesses, please include the CAN and the branch ID specific to the location in question. Be sure to include the appropriate effective dates for closures and relocations in order to avoid incorrect assessments of tax liability.

Colorado Account Number (CAN)		Branch/Site ID (last 4 digits)	FEIN	
To close one or more accounts, complete this section.				
Date account closed: (MM/DD/YY)				
<input type="checkbox"/> Withholding Tax	<input type="checkbox"/> Sales Tax		<input type="checkbox"/> Entire Account	<input type="checkbox"/> Other
Date (MM/DD/YY) (Last Day of Payroll)	Date (MM/DD/YY) (Last Day of Sales)	Date (MM/DD/YY)		Date (MM/DD/YY)
To change the address or name for one or more accounts, complete this section.				
Effective Date				
Previous Name and Address			New Name and Address	
Last Name or Business Name		First Name		
Old Address			New Address	
City			City	County
State	Zip	Telephone	State	Zip
<input type="checkbox"/> Mailing Address <input type="checkbox"/> Physical Address <input type="checkbox"/> Both			<input type="checkbox"/> Inside City <input type="checkbox"/> Outside City	
Mail to: Colorado Department of Revenue Registration Center Section - Room 102 PO Box 17087 Denver CO 80217-0087			Note: If your retail business location changes during a filing period you must file a separate sales tax return for the taxes collected at each location	
			Must Be Signed By An Authorized Agent	