

Form R-3

REGISTRATION INFORMATION CHANGE REQUEST

It is faster and easier to change your business registration information online at www.tax.virginia.gov/ireg. If you prefer to request the Department make these changes please read the instructions carefully as you complete this form. For assistance please call (804) 367-8037. **NOTE:** If there has been a change in ownership and you are the new owner, do not complete this form. You must register at www.tax.virginia.gov/ireg or complete and submit the Form R-1.

If requesting the changes via paper; Fax the completed form to (804) 367-2603 or mail to:

Virginia Department of Taxation
PO Box 1114
Richmond, VA 23218-1114

FOR ALL CHANGES YOUR VIRGINIA ACCOUNT NUMBER IS REQUIRED and, if applicable, your Federal Employer ID Number.

Virginia Account Number _____

Federal Employer ID (FEIN) _____

NAME, CONTACT AND/OR ADDRESS CHANGE(S) - Complete the information in both columns.

Name Change

LEGAL BUSINESS NAME	NEW LEGAL BUSINESS NAME
TRADING-AS NAME	NEW TRADING-AS NAME

Contact Phone Number Change

CONTACT PHONE NUMBER	NEW CONTACT PHONE NUMBER
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Change In Physical Business Location

Effective Date _____

PHYSICAL STREET ADDRESS	NEW PHYSICAL STREET ADDRESS
CITY ST ZIP	CITY ST ZIP

Change In Mailing Address

MAILING ADDRESS	NEW MAILING ADDRESS
CITY ST ZIP	CITY ST ZIP

BUSINESS CLOSED, NO LONGER OPERATING

Effective Date _____

(e.g., Completely out of business, Business type structure changed, or Corporation merged)

NO LONGER LIABLE FOR TAX TYPE(S)

(e.g., Sales, Withholding, etc.)

_____ **Effective Date** _____

_____ **Effective Date** _____

_____ **Effective Date** _____