

ADDRESS CHANGE OR BUSINESS CLOSURE FORM (DR 1102) 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. You can close your account online at www.Colorado.gov/RevenueOnline

File this form now through Revenue Online. Visit www.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.

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. 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

www.TaxColorado.com 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 first receive a single flat DR 0100 return and then a coupon book the following month. If you elect to file electronically, you will not receive a flat or a coupon book. 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.

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 the completed forms to:

Department of Revenue
 Registration Control Section
 1375 Sherman Street, Room B132
 Denver, CO 80261-0009



Cut here and send only the coupon below. Help us save time and your tax dollars.

ADDRESS CHANGE OR BUSINESS CLOSURE FORM

Account No.	FEIN	DATE ACCOUNT CLOSED: <input type="checkbox"/> Sales Tax _____ <input type="checkbox"/> No Longer in Business _____ <small>(Last day of Sales)</small> <input type="checkbox"/> Withholding Tax _____ <input type="checkbox"/> Other _____ <small>(Last day of Payroll)</small>
ADDRESS CHANGE ONLY		
Previous Name and Address		New Name and Address
		Name _____
		Address _____
		City _____ State _____ Zip _____
		Telephone Number _____
Please indicate county where business is located County _____ <input type="checkbox"/> Inside City <input type="checkbox"/> Outside City		
MAIL TO: Colorado Department Of Revenue Registration Control Section 1375 Sherman Street B132 Denver, Colorado 80261-0009		<input type="checkbox"/> Mailing Address <input type="checkbox"/> Physical Address <input type="checkbox"/> Both Authorized Signature _____
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.		