

Submit your permit information changes online!

Go to: [www.state.ia.us/tax/](http://www.state.ia.us/tax/)



Iowa Department of Revenue

[www.state.ia.us/tax](http://www.state.ia.us/tax)

**Request for Change, Correction, or Cancellation of Tax Permit**

**Mail This Form To:**

Registration Services  
Iowa Department of Revenue  
P.O. Box 10465  
Des Moines, IA 50306-0465

Fax: 515-281-3906

Legal Name: \_\_\_\_\_

Trade Name: \_\_\_\_\_

Address: \_\_\_\_\_

Indicate by checkmark and permit number those permit records you request to change, correct, or cancel.

- Sales Tax Permit No. \_\_\_\_\_
- Motor Fuel Tax Permit No. \_\_\_\_\_
- Consumer's Use Tax Permit No. \_\_\_\_\_
- Retailer's Use Tax Permit No. \_\_\_\_\_
- Household Hazardous Material Permit No. \_\_\_\_\_
- Employer Withholding Permit No. \_\_\_\_\_
- Other No. \_\_\_\_\_

**Checkmark and complete the applicable area(s):**

- Cancel. Reason: \_\_\_\_\_ Effective date: \_\_\_\_\_
- Reinstatement. Reason: \_\_\_\_\_ Effective date: \_\_\_\_\_

**Name Change**

- Change legal name to: \_\_\_\_\_ New Federal Identification Number: \_\_\_\_\_
- Change trade name to: \_\_\_\_\_

**Address Change**

- Change mailing address only to: \_\_\_\_\_
- Change physical location address only to (**PO Box Not Allowed**): \_\_\_\_\_
- Change physical location *and* mailing address to: \_\_\_\_\_

**Officers and Partners**

- Add corporate officer name: \_\_\_\_\_  
Address: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_
- Delete corporate officer name: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_
- Add partner name: \_\_\_\_\_  
Address: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_
- Delete partner name: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

**Filing Frequency (if qualified)**

- Change of filing frequency (effective the 1st day of the next quarter): \_\_\_\_\_
- Change to annual filer only during January and February.  
(Requests received after February 28 will become effective the 1st day of the following year.)

**Other**

- Other corrections: \_\_\_\_\_

**Owner / Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

**You will also need to complete a new permit application form if you are changing:**

- ownership, incorporating, type of ownership, Federal Identification Number
- location address from one Iowa county to another and have a sales tax or consumer's use tax permit
- physical location address from Iowa to out of state
- physical location address from out of state to Iowa

**Questions?**  
[www.state.ia.us/tax/](http://www.state.ia.us/tax/)  
[idr@iowa.gov](mailto:idr@iowa.gov)  
 1-800-367-3388  
 or 515-281-3114