

# TC-69C Instructions

Use this form to report changes to an existing business already registered with the Tax Commission.

You can change your mailing address and close accounts online. Log into your tax account at [tap.utah.gov](https://tap.utah.gov).

**Do not** use this form to register a new business. Instead, go to [tap.utah.gov](https://tap.utah.gov), "Apply Online" section, "Apply for a tax account(s) - TC-69". Or use this QR Code and follow the instructions:



To register a **new sales location** for an existing sales tax account, use form TC-69B.

Get forms online at [tax.utah.gov/forms](https://tax.utah.gov/forms)

## Form Instructions

### Account Information

Provide your account information that is currently on file with the Tax Commission. We use this information to find your account.

### Contact Information

If we cannot find your account we will try to contact you. We may also contact you if we need more information to complete any of the actions on this form.

### Part A

Use Part A to change information for your whole business. If you are only trying to change information for a single location where you make sales, skip Part A and use Part B on page 3.

#### Account Type(s) to Change

Mark the box for each account type affected by the change you are reporting.

### Business Change Details

Provide all the information about the changes you are making to your business account with the Tax Commission. Use Section A7, *Other Business Change*, to request a change not shown on this form.

### Part B

Use Part B to change or close a single location where you make sales.

If you need to change or close more than one location, attach additional sheets following this format.

**WARNING:** **Do not** use this form to change the address of a cigarette/tobacco location, e-cigarette location or cannabinoid products branch. To do that, go to [tap.utah.gov](https://tap.utah.gov) and click on "Apply for a tax account(s) - TC-69".

### Authorized Signature

Sign and date. We will not process this form without an authorized signature.

## Return Form

Return this form to:

**Master Records**  
**Utah State Tax Commission**  
**210 N 1950 W**  
**Salt Lake City, UT 84134-3310**

or fax to 801-297-3573.

If you need an accommodation under the Americans with Disabilities Act, email [taxada@utah.gov](mailto:taxada@utah.gov), or call 801-297-3811 or TDD 801-297-2020. Please allow three working days for a response.