

FR-COA Change of Name, Address or Identification Number

OFFICIAL USE

Important: Print in CAPITAL letters using black ink.

Taxpayer Identification Number (TIN)

Taxpayer Identification Number (TIN) input field

Fill in if FEIN / SSN

DC assigned account ID

DC assigned account ID input field

Legal name of entity (or individual) for the TIN listed

Legal name of entity input field

Trade name of business (if different from Legal name)

Trade name of business input field

Business address

Business address input field

City

State

Zip Code + 4

City, State, Zip Code + 4 input fields

Mailing address

Mailing address input field

City

State

Zip Code + 4

City, State, Zip Code + 4 input fields

Name of responsible party

Name of responsible party input field

New Taxpayer Identification Number (TIN)

New Taxpayer Identification Number (TIN) input field

Fill in if FEIN / SSN

DC assigned account ID

DC assigned account ID input field

New Legal name of entity

New Legal name of entity input field

New Business address

New Business address input field

City

State

Zip Code + 4

City, State, Zip Code + 4 input fields

New Mailing address

New Mailing address input field

City

State

Zip Code + 4

City, State, Zip Code + 4 input fields

New Name of responsible party

New Name of responsible party input field

Name of person completing form if not responsible party

Name of person completing form input field

Contact telephone number

Contact telephone number input field

Contact email address

Contact email address input field

Signature

Signature input field

Date

Date input field

INSTRUCTIONS

This form may be used to make a name, address or identification number change.

Note: "Articles of Amendment" must be submitted with this form if requesting a name change. If requesting a FEIN change, attach a copy of the IRS notification and refer to the rules for the new FEIN in IRS Publication 1635.

Identity of Responsible Party is the true principal officer, general partner, grantor, owner or trustor. This individual or entity, which the IRS will call the "responsible party," controls, manages, or directs the applicant entity and the disposition of its funds and assets.

Mail the completed form along with any attachment to the Office of Tax and Revenue, PO Box 470, Washington, DC 20044-0470

If you are completing this form online, please upload any attachments or your request will be unable to be processed.