

Oklahoma Tax Commission Address Change Notice



Section I. Taxpayer Information

Taxpayer: SSN FEIN ITIN
(Check one, enter the number below)

Taxpayer Name:

Trade Name, Business Name or DBA (if applicable)

Site Permit Number (if applicable)

Email Address:

Phone Number:

I consent to future correspondence regarding the address change on this form being sent electronically to the email address provided here.

Section II. Address Information

Change Mailing Address:

Change Physical Address:

Previous Mailing Address:

Street Address:

City:

State:

ZIP Code:

County:

New Mailing Address: Effective Date of New Mailing Address:

Street Address:

City:

State:

ZIP Code:

County:

Previous Physical Location:

Street Address:

City:

State:

ZIP Code:

County:

New Physical Location: Effective Date of New Physical Address:

Street Address:

City:

State:

ZIP Code:

County:

Location is in city limits:

All sales and/or deliveries made inside: City limits

County limits

Section III. Account Types

All accounts and/or permits associated with the ID Number provided in Section I and/or the Site Permit Number if specified.

Account Type:

Permit or Account ID:

Account Type:

Permit or Account ID:

Account Type:

Permit or Account ID:

Account Type:

Permit or Account ID:

Account Type:

Permit or Account ID:

Account Type:

Permit or Account ID:

Section IV. Signature

I declare that I, _____ am authorized as the taxpayer or on behalf of the business identified above to submit the address change(s) indicated on this form.

Authorized Signature

Title (If applicable)

Date

Oklahoma Tax Commission
Address Change Notice

Instructions

General

Use **Form BT-115-C Address Change Notice** to authorize a change of address on any account you may have with the Oklahoma Tax Commission. Provide the requested information fully and completely. Incomplete forms will not be processed.

If this form is filled out on behalf of a business, it must be submitted by an authorized representative for that business such as an owner, corporate officer, partner or fiduciary.

If you are submitting this form for a mixed beverage permit, you must obtain permission from the **ABLE Commission** to change the location for your mixed beverage permit. Include a copy of your new ABLE license with the updated address along with this form.

You may submit a change of address by mail or online at OkTAP via **tax.ok.gov**.

Specific Instructions

Section I. Taxpayer Information

Provide your legal name, taxpayer ID and check the relevant option for the ID type you are providing. If you are filling this form out on behalf of your business, include the name of your business and provide the Federal Employer Identification Number as the ID. If this address change is for one specific site or store location, include the site permit number in the space provided. Enter your email address and phone number. Indicate whether you consent to receiving electronic correspondence regarding this form.

Section II. Address Information

Indicate whether you are submitting a change for a mailing address or a physical address. You may select both if you are updating an address for both types.

To change either address type, you must provide the previous address along with the new address. The previous address information should match the information currently on your account. You will need to provide the street address, city, state, county and ZIP code for each address entry. You may indicate the effective date for each new address given. If no effective date is specified, the address change will take effect immediately upon receipt of this notice.

If you are updating the physical location of a business or specific site, check whether the new location is located within the city limits of the city provided in **New Physical Location**. You may also indicate whether all sales and/or deliveries for the business will be made inside the city and/or county provided in the new physical address.

Section III. Account Types

To change the address on all accounts or permits associated with the ID Number entered in Section I, check the box provided. This will update the address(es) indicated on this form for all accounts under the SSN, ITIN, or FEIN provided. If a Site Permit Number is provided, this form will update the address only for any accounts under that specific Site Permit Number.

You may also specify the tax or permit type for which you are changing the address. Enter the permit or account number and include the three-letter prefix. You may enter up to six different accounts on this form.

Examples:

- Corporate Income CIT-12345678-90
- Disabled Veterans EXM-12345678-90
- Withholding WTH-12345678-90

Section IV. Signature

Check the box and print your name on the line provided to declare your authority to change the address for the account(s) provided on this form. You must provide your signature and the date signed to finalize authorization of this form. You may provide your business title.

Address Change Submission

You may submit a change of address online or by mail:

- Online: Login to your OkTAP account via **tax.ok.gov** and click the **More** link. Select **Manage Names & Addresses** to find the mailing address you want to update.
- Mail: Send this form to **Oklahoma Tax Commission Oklahoma City, OK 73194**. Allow up to 10 business days to process your mailed form.