



# INSTRUCTIONS FOR COMPLETING THE TAX ACCOUNT INFORMATION CHANGE/CORRECTION FORM (REV-1705)

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This form is to be used to report Entity ID (Federal EIN/SSN), business name, address corrections, a change to a more frequent filing status, and/or to register to collect and remit local Sales Tax. This form may also be used to change/correct information for other business taxes. Sales/Use Tax, PTA, VRT and Cigarette Dealer's licenses are non-transferable. **E-TIDES users may make changes directly to their account at [www.etides.state.pa.us](http://www.etides.state.pa.us) by using the Enterprise Maintenance function.**

## SECTION I.

Enter your eight-digit Account ID Number. Update your Federal EIN if it has been changed by the Internal Revenue Service. A new registration form (**PA-100**) must be completed if you have received a new EIN. To change to a more frequent filing status, check the appropriate block for Sales Tax or Employer Withholding Tax. **A change in filing status will be effective only at the beginning of a filing period.**

## SECTION II.

Complete this section if your legal and/or trade name has changed or if correcting an error, however if your legal and/or trade name has changed as a result of a business reorganization (e.g., incorporation or a change in ownership), a new registration form (**PA-100**) must be completed. If the **Primary, Location and/or Mailing Addresses** has changed complete this section. **A Post Office Box is not acceptable for a physical location.**

## SECTION III.

If a business opens a new location in Allegheny and/or Philadelphia county, and it does not currently report the local Sales Tax for that county, complete this section. Enter the date(s) of the first sale from either one or both counties, if applicable.

## SECTION IV.

If changing information for other taxes, check the appropriate box and enter the corresponding Account ID Number(s).

## SECTION V.

If there are changes to the Individual Owner(s), Partner(s), or Corporate Officer(s) responsible for return information complete this section.

**If the owner(s), partner(s), or corporate officer(s) has changed as a result of the restructure of a business (e.g., incorporation or a change in ownership), a new registration form (PA-100) must be completed to obtain a new Account ID Number(s).**

## SIGN AND DATE THE FORM

Include a daytime telephone number and title. Mail the completed form to: **PA Department of Revenue, PO BOX 280901, Harrisburg, PA 17128-0901.**

## REGISTRATION METHODS

Register over the Internet at **[www.paopenforbusiness.state.pa.us](http://www.paopenforbusiness.state.pa.us)**. To obtain a paper registration form (**PA-100**) and instructions, call the FACT & Information Line at 1-888-PATAxes (1-888-728-2937), download the form from the Department's Web site at **[www.revenue.state.pa.us](http://www.revenue.state.pa.us)**, or contact the Taxpayer Service and Information Center at (717) 787-1064; Service for Taxpayers with Special Hearing and/or Speaking Needs 1-800-447-3020 (TT only).