

## NOTICE OF CHANGE OR DISCONTINUANCE

ACCOUNT NUMBER (FEIN)	CHANGES EFFECTIVE ON (Date)
CURRENT LEGAL NAME	CHANGE LEGAL NAME TO:
DBA	CHANGE DBA TO:
CURRENT LEGAL BUSINESS ADDRESS	CHANGE LEGAL BUSINESS ADDRESS TO:
MAILING ADDRESS	CHANGE MAILING ADDRESS TO:

**Instructions: Place an "X" in all boxes that apply. Complete all information for that change.  
Write any comments or explanations on back of form.**

- 1. The Internal Revenue Service assigned us Federal Employer Identification Number: \_\_\_\_\_
- 2. Our Federal Employer Identification Number is wrong. The correct number is: \_\_\_\_\_
- 3. We have incorporated. Our corporate name is: \_\_\_\_\_
- 4. Our new corporate Federal Employer Identification Number is: \_\_\_\_\_
- 5. Discontinue our withholding tax registration:
  - We no longer have any business activity in the City of Grand Rapids.
  - We closed our business on: \_\_\_\_\_
  - We sold our entire business on: \_\_\_\_\_ We sold our business to: \_\_\_\_\_  
 \_\_\_\_\_
  - We sold part of our business on: \_\_\_\_\_ Their FEIN is: \_\_\_\_\_  
 \_\_\_\_\_
- 6. Address and phone number where we may be reached following discontinuance of business:
 

_____	_____	_____	_____	_____	_____
CONTACT PERSON	STREET ADDRESS	CITY	STATE	ZIP CODE	PHONE
- 7. Change in ownership. (Please explain on back)
- 8. Effective \_\_\_\_\_, we changed our fiscal year ending from \_\_\_\_\_ to \_\_\_\_\_  
 MONTH/YEAR MONTH MONTH
- 9. Other changes. (Please explain on back)

SIGNATURE OF PREPARER	PRINTED NAME OF PREPARER	DATE PREPARED	PREPARER'S PHONE NUMBER ( ) -
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