ACCOUNT UPDATE FORM

FORM AU
REV 7/30/2013

BUSINESSES WITH AN EXISTING ACCOUNT ONLY

CITY OF PORTLAND BUSINESS LICENSE TAX
& MULTNOMAH COUNTY BUSINESS INCOME TAX
111 SW COLUMBIA, SUITE 600, PORTLAND OR 97201
Office: 503-823-5157 ~ TDD: 503-823-6868 ~ FAX: 503-823-5192
Web: www.portlandoregon.gov/biztax

BUSINESS TAX ACCOUNT #:

Entity changes generally require the Revenue Bureau to set up a new account. Please complete a new registration form and reference your existing account #.

	Account Information	New Information	Add/Change Account Info
Business Name			*New info will change old business name*
Location Address (physical location)	ADDRESS (including number, street, & apt./suite #) CITY STATE/PROV ZIP	ADDRESS (including number, street, & apt./suite #) CITY STATE/PROV ZIP	Add Location ☐ Change Location ☐
Mailing Address	ADDRESS ☐ *same as location* CITY STATE/PROV ZIP	ADDRESS ☐ *same as location* CITY STATE/PROV ZIP	*New info will change old mailing address*
Tax ID: FEIN or SSN			Add Tax ID ☐
Owner(s)	*If ownership change results in a different tax entity, a new registration is required*		Add Owner(s) ☐ Change Owner(s) ☐
DBA(s)			Add DBA(s) ☐ Change DBA(s) ☐
Email Address			*Changes made to email, FAX, and/or contact name/phone will replace old info*
FAX Number			
Contact Name			
Contact Phone			

Date of Change(s): _____

MAIL or FAX completed form to:
City of Portland Revenue Bureau, 111 SW Columbia St., Suite #600, Portland, OR 97201-5840 ~ FAX: 503-823-5192

I declare that the information on this form is true and that I am authorized to act as a representative of the filer.

Printed Name: _____ **Date:** _____

Signature: _____ **Telephone:** _____