

# ACCOUNT UPDATE FORM

FORM AU  
REV 10/21/2019

## 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](http://www.portlandoregon.gov/biztax)



*Entity changes generally require the Revenue Division to set up a new account. Please complete a new [registration form](#) and reference your existing account #.*

**BUSINESS TAX ACCOUNT #:** \_\_\_\_\_

**Date of Change:** \_\_\_\_\_

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

**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:** \_\_\_\_\_