Department of Revenue Services State of Connecticut Operations Bureau/Processing Hartford CT 06106-5032

(Rev. 01/18)

Form CT-8822CCorporation Business Tax Change of Address

If the physical location or mailing address for your business has changed, you can report the new address by logging onto the DRS **Taxpayer Service Center** (*TSC-BUS*). From the Main Menu, choose *Update Address Information* under *Business Profile* on the left toolbar and submit the change of address electronically. If you file electronically, you do not have to mail in a paper **Form CT-8822C**.

- See Instructions on Reverse -

Purpose of Form:

Use **Form CT-8822C** to notify the Connecticut Department of Revenue Services (DRS) by mail, of a change in the physical location or mailing address of the corporation. Check the appropriate box and enter below any change to the corporation's physical location or mailing address.

Check ALL boxes this change affects:			Connecticut Tax Registration Number		
Change in Physical Location Change in Mailing Address		Federal Employer Identification Number			
			Effective Date	of Change:	
Corporation Name					
Old Physical Address (Number and Street)	City		State		ZIP
Old Mailing Address (Number and Street or PO Box)	City	:	State		ZIP
New Physical Address (Number and Street)	City		State		ZIP
New Mailing Address (Number and Street or PO Box)	City	:	State		ZIP
Daytime Telephone Number		Email (optional)			
Corporate Officer's Name (print)				Date	
Signature					
Title					

Mail to: DRS Operations Bureau

450 Columbus Blvd., Ste 1 Hartford CT 06103-1837

Form CT-8822C Instructions

Required Information

Enter in the spaces provided the corporation's Connecticut Tax Registration Number and Federal Employer Identification Number.

Check the corresponding box identifying the reason for the change.

Enter the old physical or mailing address of the corporation and enter the new physical location or mailing address of the corporation.

Enter the effective date of the change.

Any change in ownership requires a new Connecticut Tax Registration Number.

Signature

Print and sign your name, enter your title, and the date. This form must be signed by an officer of the corporation.

Others Who May Sign

Anyone with a signed Power of Attorney on file may sign on behalf of the principal officer (including attorneys, accountants, and enrolled agents). If you are a representative signing for the taxpayer, attach a copy of your Power of Attorney to **Form CT-8822C**.

Mail to:

DRS Operations Bureau 450 Columbus Blvd., Ste 1 Hartford CT 06103-1837

File Electronically Through the Taxpayer Service Center (TSC)

The **TSC** is a self-service interactive tool that can be accessed through the Connecticut Department of Revenue Services (DRS) website for a free, fast, easy, and secure way to conduct business with DRS. Taxpayers can access the **TSC** to file tax returns, pay Connecticut tax responsibilities, and update account information, such as a change of address, electronically. Visit the DRS website at **www.ct.gov/DRS**, click on the **TSC** logo, and follow the instructions.

Further information

For further information, contact DRS at **800-382-9463** (Connecticut calls outside the greater Hartford calling area only) or **860-297-5962** (from anywhere).