



# Notice of Change for a Property Tax Account

**NOTE:** You can make account changes online at [taxexpress.utah.gov](http://taxexpress.utah.gov).  
Submit a separate PT-69C for each Utah tax account number.

## 1 – General Information

This section is required. Provide your **CURRENT** information on file with the Tax Commission.

**1a. Social Security Number (SSN)**  
(required for individual sole proprietor)

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**Federal Employer Identification Number (EIN)**  
(required for all business types other than sole proprietor)

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**1b. Utah tax account number**

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**1c. Name of Business Entity or Sole Proprietor (PRINT):**

Daytime phone number:

Owner's street address (before any changes):

Cell phone number:

City:

County:

State:

ZIP code:

Previous name of company during the year (if applicable):

## 2 – Address Change

Mark all that apply:

- Business headquarters**  
*The physical location of your business offices (if any).*
- Mailing address**  
*The address you want to receive all written communications for this account.*

- Tax return mailing address**  
*The address you want to receive tax returns, if different from your general mailing address.*

➔ **NEW Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

## 3 – Account Closure

➔ **Closure date:** \_\_\_\_\_

- Do not use this form to close a corporation. A corporation must withdraw or dissolve through the Utah Dept. of Commerce.
- You must file all tax returns for periods during which the account(s) was open.

## 4 – Other Account Changes

→To change or add an email address, submit form PT-305.

### 4a. New phone number(s):

Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

### 4b. Change DBA/Business name: Mark here and attach *Dept. of Commerce Articles of Incorporation*

New name: \_\_\_\_\_

### 4c. Other – explain: \_\_\_\_\_

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## 5 – Authorized Signature

This form will be rejected without a signature.



Authorized applicant or owner signature

Date

Applicant or owner name (PRINT)

Title

## PT-69C Instructions

Use this form to report changes to existing businesses or centrally assessed land owners already registered with the Tax Commission.

You can make most tax account changes online. Before filling out this form, see:

**[taxexpress.utah.gov](http://taxexpress.utah.gov)**

- Enter your information in Section 1 as it was before the changes you are reporting. For example, if you're changing your business name, enter the old business name in Section 1c.
- Report changes for only one Utah account number on this form. Submit separate copies to report changes for multiple account numbers.
- Do not use this form to register a new business or to register your centrally assessed land. Use form PT-69 or PT-69L instead.

Return this form to:

Property Tax  
Utah State Tax Commission  
210 N 1950 W  
Salt Lake City, UT 84134-3310  
Fax: 801-297-3699

If you need an accommodation under the Americans with Disabilities Act, email **[taxada@utah.gov](mailto:taxada@utah.gov)**, or call 801-297-3811 or TDD 801-297-3819. Please allow three working days for a response.