

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).