



Change of Address Form

- For businesses changing their physical location and/or mailing address.
- **Be sure to notify the State DOR Registration Dept. at 803-896-1350 of your new address.**

Business Information

1. Business Name: _____
2. Name as seen by the public: _____
3. Business Location: _____
4. Federal ID # or SSN #: _____ Owner Name: _____

County Accounts to be Changed – Please indicate which account numbers your business has:

- Business License (Business License #: _____)
- Business Personal Property Taxes (Account #: _____)
- Hospitality Taxes (Hospitality Tax #: _____)
- Hazardous Materials Permit (Permit #: _____)
- Landfill Permit Precious Metals Permit
- Other (please describe) _____

Change of Physical Location

If the business' new location will be within the unincorporated area of Richland County, you will need to complete a Clearance Form. This form must be approved by the Zoning Division and possibly the Fire Marshall prior to your business moving to the new location. There is a fee associated with this review.

1. Date Change to Take Effect (or took effect): _____
2. Prior Physical Location (Street, City, State, Zip): _____
3. New Physical Location (Street, City, State, Zip): _____
4. New Tax Map Number: _____ Tax District: _____

Change of Mailing Address

1. Prior Mailing Address: _____
2. New Mailing Address: _____

Person Completing Form: Contact Information

- Applicant Signature: _____ Date: _____
- Printed Name: _____ Title: _____
- Email: _____ Phone #: _____