Tax Account Change Form

Select the reason you are using this form. You only need to complete the section of this form that meets your needs. All applicants must complete Section 1.

- ☐ I need to update an address or other contact information, ownership change, entity type, etc.
- ☐ I need to open or close a tax account (including Earnings or School Income tax)

CITY OF PHILADELPHIA
DEPARTMENT OF REVENUE

Save time, do this online at tax-services.phila.gov

You can update or close tax accounts online. You will need a username and password for the Philadelphia Tax Center.

1 Contact Information—All requests must complete this section

Form completed by: (print)

Phone number:

Email address:

Signature and date:

Mail completed form to:

Philadelphia Department of Revenue
PO Box 1410
Philadelphia, PA 19105-1410

Questions? (215) 686-6600
revenue@phila.gov

2 To update your business address or information

Current business name:

Current business street address:

Current business city, state, and zip code:

Philadelphia Tax ID Number (PHTIN)

Employer Identification Number (EIN) (if applicable)

Social Security Number

Spouse Social Security Number (if applicable)

Corrected business name:

Corrected business street address:

Corrected business city, state, and zip code:

Philadelphia Tax ID Number (PHTIN)

Employer Identification Number (EIN) (if applicable)

Social Security Number

Spouse Social Security Number (if applicable)

3 To add or close a business tax account

Please include an existing and active PHTIN.

Philadelphia Tax ID Number (PHTIN):

My business never materialized ☐

If your business closed, what was the last day of business? mm/dd/yyyy

If adding a new tax type, what is the start date? mm/dd/yyyy

	Add	Close
Amusement Tax	☐	☐
Beverage Tax	☐	☐
Business Income & Receipts Tax	☐	☐
Hotel Tax	☐	☐
Liquor Tax	☐	☐
Net Profits Tax	☐	☐
Outdoor Advertising Tax	☐	☐
Parking Tax	☐	☐
Tobacco Tax	☐	☐
Valet Parking Tax	☐	☐
Vehicle Rental Tax	☐	☐
Wage Tax	☐	☐
Use & Occupancy Tax	☐	■

To open a U&O account, complete section 3.A on next the page)

3.A Complete if opening a Use & Occupancy Account

Most U&O accounts are opened and closed automatically based on the building's use and description on file with the OPA. We do not allow taxpayers to submit a Change Form to close a U&O account. We only close accounts when we receive information from the OPA indicating that the property is no longer liable for the tax. Use this form to open an account if you are using the property for a business use, but the property is not classified as a commercial or mixed use building.

Property owner name:

Property Street Address:

Property City, State, and ZIP code:

OPA Number

Percentage of property used for commercial purposes:

Mailing street address (if different from property address):

Mailing city, state, and zip code:

Start date of business use. Use format MM-DD-YYYY

4 To update or close an Earnings Tax Account

Current registered taxpayer name:

Current registered taxpayer street address:

Current registered taxpayer city, state, and zip code:

Social Security Number

Date of cancelation (if closing the account)

Corrected taxpayer name:

Corrected registered taxpayer street address:

Corrected taxpayer city, state, and zip code:

Corrected Social Security Number

Select the reason for cancelation:

No longer live in Philadelphia ☐ Deceased ☐

Employer now withholding Wage Tax ☐ No longer employed ☐

5 To update or close a School Income Tax Account

Also use this section if your spouse is deceased and you previously filed with your spouse.

Current registered taxpayer name:

Current registered taxpayer street address:

Current registered taxpayer city, state, and zip code:

Social Security Number

Spouse Social Security Number (if applicable)

Date of cancelation (if closing the account)

Corrected taxpayer name:

Corrected registered taxpayer street address:

Corrected taxpayer city, state, and zip code:

Corrected Social Security Number

Corrected Spouse Social Security Number (if applicable)

Select the reason for cancelation

No longer live in Philadelphia ☐ No taxable income ☐

Spouse now filing separately ☐ Spouse deceased ☐