CHANGE OF INFORMATION FORM

This form is to be used if your business name, physical business location, mailing address or contact information has changed since your last application for an Occupation Tax Certificate was received by the City of Roswell. **If your physical business location has changed, you must submit a new lease agreement and obtain approvals from our Fire, Building and Zoning departments for the new location before a new certificate can be issued.**

Current Account Information

Business License #: _____ Federal Tax ID #: _____

Date requested _____ Effective Date of Change: _____

Phone Number: _____ Email Address: _____

Name of Business: _____

Business Description: _____

Requestor Name/Title_____ (Must be on account)

Please check appropriate box and note changes below:

☐ Business Name ☐ Business Location ☐ Business Mailing Address ☐ NAICS Classification
☐ Contact Information ☐ Other

_____

_____

_____

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ACKNOWLEDGEMENT AND CONFIRMATION

I declare under penalty of making false declaration, that I am authorized to complete this form and to the best of my knowledge and belief, it is a true, correct and complete statement made in good faith.

_____ _____ _____

Signature Title Date

CITY OF ROSWELL
COMMUNITY DEVELOPMENT | BUSINESS REGISTRATION
38 HILL STREET, SUITE G-30
ROSWELL, GA 30075
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