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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