



Business Taxes Name and Address Change Form

Mail: Louisiana Department of Revenue
P.O. Box 1469
Baton Rouge, LA 70821

Phone: (855) 307-3893
Fax: (225) 219-0806
Email: CentralReg@LA.Gov



Tired of paper? Scan this QR code to visit the [LaTAP website](https://latap.revenue.louisiana.gov/) where you can register a business, file and pay electronically, and view your account.
<https://latap.revenue.louisiana.gov/>

You can also change your address through our Contact Us webpage at <https://esweb.revenue.louisiana.gov/ContactUs/AddressChange.aspx>

Check all the boxes that this change affects:

Do not complete a separate address change form if the new address applies to all taxes.

<input type="checkbox"/> Sales	Account Number
<input type="checkbox"/> Withholding	Account Number
<input type="checkbox"/> Corporate Income/Franchise	Account Number
<input type="checkbox"/> Other (List appropriate tax.) _____	Account Number

Name Change

Current Legal Name	Current Trade Name
New Legal Name	New Trade Name

Location Address

Old Address	Suite	City	State	ZIP
New Address	Suite	City	State	ZIP
Contact Person	Daytime Telephone Number			

Mailing Address

Old Address	Suite	City	State	ZIP
New Address	Suite	City	State	ZIP
Contact Person	Daytime Telephone Number			

To update the mailing and location addresses for your tax-specific accounts in LaTAP, follow these steps:

1. Navigate to the LaTAP Home Page (<https://latap.revenue.louisiana.gov/>) and select the tax-specific account you wish to update.
2. On the account page, locate the Account Summary section, where the names and addresses are displayed.
3. Use the "Add" or "Edit" links to update the relevant information.

NOTE: If you need to update the taxpayer-level address displayed on the LaTAP homepage, you must contact the Department directly.

Authorization

Contact Person	Daytime Telephone Number
Signature	Date (mm/dd/yyyy)

