



Business Taxes Name and Address Change Form



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/>

We encourage you to update the name and address of your tax-specific accounts in LaTAP. To do so 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.

If you are unable to update your account in LaTAP, you may submit your form to CentralReg@LA.Gov.

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

Check all the boxes that this change affects:

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

☐ Sales	Account Number
☐ Withholding	Account Number
☐ Corporate Income	Account Number
☐ Other (List appropriate tax.) _____	Account Number

Name Change

Current Legal Name	Current DBA (Doing Business As) Name
New Legal Name	New DBA (Doing Business As) Name

Location Address

OLD	Old Address	Unit Type	Unit Number
City	State ZIP	Foreign Nation if not United States (Do not abbreviate)	
NEW	New Address	Unit Type	Unit Number
City	State ZIP	Foreign Nation if not United States (Do not abbreviate)	
Contact Person	Telephone Number	Email Address	

Mailing Address

OLD	Old Address	Unit Type	Unit Number
City	State ZIP	Foreign Nation if not United States (Do not abbreviate)	
NEW	New Address	Unit Type	Unit Number
City	State ZIP	Foreign Nation if not United States (Do not abbreviate)	
Contact Person	Telephone Number	Email Address	

Authorization

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

