

DELAWARE FORM CREQ
Corporate Income Tax Request for Change Form
INSTRUCTIONS

Use this form to make corrections or changes to your name, address, account number or taxable year-ending date. Also use this Request for Change form if you have gone out of business and indicate the date your business ceased operations.

Please Note: The C corporate Income Tax Request for Change form only makes changes to your C corporate account in our Business Master File. If you need to make similar changes to your S corporation, license, and/or withholding accounts, please complete the S corporation Request for Change form, the License Request for Change form or the Withholding Request for Change form respectively for each type of tax.

Step-by-Step Instructions

Step 1: Please enter your information as it appears on the Division of Revenue's current records

Account Number – Please enter the Federal Identification Number that the Delaware Division of Revenue currently has on file.

Business Name and Address – Please enter the business name and location address that the Delaware Division of Revenue currently listed as your business name and location address.

Step 2: Fill-in any fields you wish to change on the Request for Change form below

Field 1. Correct Tax Year Ending Date – Please enter your correct tax-year ending date.

Field 2. Account Number Change – If you wish to change the information in Box A, please enter your correct account number in field 2. Otherwise, leave field 2 blank.

Field 3. Effective Date – Please enter the date you would like this Request for Change form to go into effect.

Field 4. Reason for Change – Please enter the reason for your changes (i.e. out of business, incorporated, moved).

Field 5. New Business Location Address – If you wish to change the information in Box B, please enter your correct location address in field 5. Otherwise, leave field 5 blank.

Field 6. New Mailing Address – Please enter your correct business mailing address.

Field 7. Out of Business checkbox – Please check this box if your location has currently gone out of business. Please enter the date your location stopped operations in the date space provided.

Step 3: Sign and date the form. Mail to the address listed on the form or fax to 302-577-8203.

**If you have any questions, please call the Delaware Division of Revenue Business Master File Section
(302) 577-8778.**