



DELAWARE

2023

Sub S Corporate Tax Request for Change FORM SCT-REQ (FORMERLY SREQ)

Revised 12/05/23

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.



NOTE: The S Corporate Income Tax Request for Change form only makes changes to your S corporate account in our Business Master File. If you need to make similar changes to your Corporate, License and/or Withholding accounts, please complete the Corporate 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: Fill-in any fields you wish to change on the Request for Change form below.

- Enter Taxpayer ID
- Change Taxpayer ID: If you wish to change the Taxpayer ID, enter in the Change field, otherwise leave blank.
- Change Tax Year Ending Date: If you wish to change the tax year ending date, please enter. Otherwise, leave blank.
- Enter the Out of Business Date.
- Enter the date you would like this Request for Change form to go into effect.
- Enter the reason for the change.
- Business Name and Address: Enter your current Business Name and Address.
- Enter your New Business Location Address.
- Enter your New Mailing Address if it is different from the above.

Step 2: 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.**