

# DELAWARE FORM WTHREQ

## Withholding Request For Change Form

### INSTRUCTIONS

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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 Withholding Request for Change form only makes changes to your withholding account in our Business Master File. If you need to make similar changes to your C corporate, S corporation and/or license accounts please complete the Corporate Request for Change Form, Sub S Corporation request for change form, or the license 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** – Enter the Federal Tax Identification Number that the Delaware Division of Revenue currently has on file.

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

#### **Step2: Fill-in any fields you wish to change on the Request for Change form**

**CHANGE: Business Federal Tax Identification Number or Social Security Number**– complete this section if you wish to change your current account number. Otherwise, leave it blank.

**Effective Date** – Enter the date you would like this Request for Change form to go into effect.

**Reason for Change** – Enter the reason you are submitting this Request for Change form (i.e. out of business, incorporated, moved)

**Correct Business Locations Address** – Enter the New Business Name and Address Location if you wish to change your current business name and address.

**Correct mailing Address if Different from Above** – Enter your correct business mailing address if your mailing address is different than your business location address.

#### **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**