



BUSINESS TAX CERTIFICATE CHANGE OF INFORMATION FORM

Finance Revenue Collection, 1947 Center St., 1st Floor, Berkeley, CA 94704

BL-
Initials: _____
Date: _____

Important: Do not use this form if the FEIN or SSN has changed. If either has changed, submit:

1. [Closing Business Declaration Form](#) or [Rental of Real Property Closing Declaration Form](#)
2. [New Business Tax Certificate Application Form](#)

Instructions: Check the appropriate box(es) and provide updated information.

CURRENT BUSINESS INFORMATION

Business Name: _____ Business Tax Certificate #: _____

ADDRESS INFORMATION

☐ BUSINESS LOCATION

Moved to or within Berkeley, PO Boxes are not allowed Approved Zoning Certificate #: _____

The Zoning Division in the Planning Department must approve your new business location. You may request an address change using [Business Tax Online Portal](#) and attach a copy of the approved zoning certificate.

Street Address: _____ Berkeley, CA Zip: _____

☐ MAILING ADDRESS and/or CONTACT INFORMATION

Street Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

☐ BUSINESS NAME

New business name: _____

If the new business name/DBA differs from the owner's legal name, attach a copy of the Alameda County Fictitious Business Name Statement. For corporations, LLCs, or LPs, the new name must be filed and updated with the State. The business tax certificate name will be updated after State verification.

☐ OWNERSHIP STRUCTURE

If ownership has changed but the FEIN or SSN remains the same, complete the section below and include a signed letter on company letterhead with the requestor's name, title, and contact information.

Current Owner(s) :	New Owner(s):

☐ OTHER CHANGES (provide details)

Providing false information on this form may result in the City pursuing civil and/or criminal penalties, in addition to penalties and interest that may be imposed for underpayment of business tax under provisions of Berkeley Municipal Code 9.04.110, 9.04.115, and 9.04.120.

I declare under penalty of perjury that to the best of my knowledge all the information contained in this statement is true and correct.

Signature: _____ Date: _____

Printed Name: _____ Title: _____