



CHANGE OF ADDRESS REQUEST

Part 1 Complete this Part to Change your Home Mailing Address

Individual income tax returns

- If your last return was a joint return and you are now establishing a residence separate from the spouse with whom you filed that return, check here . . . . . [ ]
Did you sell your home in Springboro? Yes No

Form with fields: 1. Your Name, 1a. Your Social Security Number, 2. Spouse's name, 2a. Spouse's Social Security Number, 3. Prior name(s), 4. Date moved, 5. Old Address, 6. New Address

Part 2 Complete this Part to Change your Business Mailing Address of Business Location

Check all boxes that this change affects:

- 7. [ ] Business net profit returns
8. [ ] Employer withholding returns
9. [ ] Business location
10. Date moved / /

Form with fields: 11. Business name, 11a. EIN/FID Number, 12. Old Address, 13. New Address

Part 3 Signature

Daytime telephone number of person to contact (optional) ( )

If Part 1 above was completed:

Form with fields: Your Signature, Date, If joint return, spouses' signature, Date

If Part 2 above was completed: (Owner, Officer or Representative must sign)

Form with fields: Your Signature, Date, Please print name, Title