



City of Leeds
Revenue Department
1040 Park Drive
Leeds, AL 35094
205-699-2585
www.leedsalabama.gov

Business Information Change Form

This form can be used for simple changes for your business account. The Revenue Department will contact you if additional forms or fees are required.

A Account information currently on file

Name of an owner, partner, officer, or LLC manager/member *Last, first, middle*

Business Name/Trade Name

Current account number **Required**

B Information to be changed

Use this form only for the following changes.

Cancel the following trade name(s): _____

This will **not** cancel a corporation name.

To add a trade name, use the Business License Application at www.leedsalabama.gov

Change mailing address to: _____

Include street address of the mailing/payroll address city, state and zip. Cannot be used to change a Corp. Registered Agent address.

Change location address to: _____

Please include street address, city, state and zip. Cannot use a PO Box or PMB as a physical/location address.

Old location address: _____

Change phone number to: (_____) _____

Change email address to: _____

Change owner's legal name to: _____

Owner's prior name: _____

Add or Remove spouse name: _____

Effective date: _____ Reason for adding or removing name: _____

Close location address: _____

Date business closed: _____ Date last wages paid: _____

Reason for account closure: _____

Other information: _____

Signature of owner/officer

Email address

Date signed

Phone number

X