

2021

CHANGING YOUR BUSINESS ADDRESS IN CALIFORNIA

EASY AS 1, 2, 3...
4, 5, 6, 7



01. File a **Statement of Information** with the California Secretary of State.

02. Contact the city or county that you received your business license from. For Los Angeles, email a completed and signed **Taxpayer Information Form** to finance.customerservice@lacity.org

03. If you have any other local permits, licenses, or if you have a fictitious business name (DBA), contact the appropriate city/county department that administers each of these.

04. File **Form 3533-B** with the California Franchise Tax Board. Processing generally takes 4-8 weeks.

05. If you have a seller's permit, file **Form CDTFA -345** with the California Department of Tax and Fee Administration.

06. File **Form 8822** with the Internal Revenue Service (IRS). Processing generally takes 4-6 weeks.

07. If you are an employer, update your address with the Employment Development Division (EDD) through their **online portal**.