

Business Mailing Address Change Checklist

Update your business' mailing address with the vendors below. You can update where your mail is sent without changing your physical address on file with these vendors.

IRS - Use [IRS form 8822-B](#)



Need help? Talk with one of our specialists. Recordsforce can pre-fill the form with your information and email it to you, so all you have to do is print, sign, and mail it.



Send your completed and signed form to the service center based on your old address state:

- a. CT, DE, DC, GA, IL, IN, KY, ME, MD, MA, MI, NH, NJ, NY, NC, OH, PA, RI, SC, TN, VT, VA, WV, WI – **Internal Revenue Service Center, Kansas City, MO 64999.**
- b. All other states, US territories, or foreign addresses – **Internal Revenue Service, Ogden, UT 84201-0023**

Secretary of State & State Agencies



These vendors differ from state to state, check your state's sites for easy mailing address update forms. A few key vendors below:

- a. The Secretary of State: Keeps your business in "Good Standing." If you miss their mailings, your business entity could be administratively dissolved.
- b. The Department of Revenue / Tax Agency: Ensures you receive tax filing reminders, state tax forms, and official tax notices.
- c. The Department of Labor: Essential for receiving unemployment insurance tax rate notices and workers' compensation correspondences.

Update Clients & Senders



Keep your clients and frequent senders informed and mailing to the correct address by updating your mailing address in their records. This can be done by mail or email. Recordsforce can help streamline communication with your clients and senders through automated workflows within our document management system.

Banks & Financial Institutions



Banks separate your account profile into two distinct fields: your physical address (where the business physically operates) and your mailing/billing address (where cards, statements, and legal notices are sent).

Most banks allow you to update just a mailing address in under five minutes by logging into your online business banking portal, navigating to Profile/Settings, and editing your contact preferences.



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