

## Business Information Change Form

**PLEASE NOTE: Some business changes require a new Occupational Tax Application**

Changing the business location, use, NAICS code, entity, owner, or federal tax ID number (FEIN) requires a **new Occupational Tax Application instead of a Business Information Change**. You can find the application at: [https://www.doravillega.us/businesses/occupational\\_tax\\_certificates.php](https://www.doravillega.us/businesses/occupational_tax_certificates.php)  
Additional applications may be required depending on business type.

License #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

### **Change of Mailing Address**

Old Mailing Address: \_\_\_\_\_

New Mailing Address: \_\_\_\_\_

### **Change of Business Name**

Old Business Name: \_\_\_\_\_

New Business Name: \_\_\_\_\_

### **Change of Contact Information**

New Telephone #: \_\_\_\_\_ New Fax #: \_\_\_\_\_

New Email: \_\_\_\_\_

**Requests will not be processed until the fee payment is received. Please allow 15 business days from receipt to complete the request.**  Check for \$50.00 payable to City of Doraville

#### **MAIL REQUEST AND FEE TO:**

City of Doraville  
ATTN: Business Services  
3725 Park Ave.  
Doraville, GA 30340

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_