



# Commissioner of the Revenue



City Hall  
Virginia Beach, VA 23456-9002

Philip J. Kellam  
Commissioner

VBgov.com/cor

## AMENDMENT TO BUSINESS INFORMATION

ACCOUNT #: \_\_\_\_\_  
DATE EFFECTIVE: \_\_\_\_\_

### OLD INFORMATION:

OWNER: \_\_\_\_\_  
TRADE NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
BUSINESS LOCATION: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ SS# / FED ID# \_\_\_\_\_  
BUSINESS CLASSIFICATION: \_\_\_\_\_

### NEW INFORMATION:

OWNER: \_\_\_\_\_  
TRADE NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
BUSINESS LOCATION: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ SS# / FED ID# \_\_\_\_\_  
BUSINESS CLASSIFICATION: \_\_\_\_\_

### TYPE OF CHANGE:

- CHANGE OF ADDRESS – ZONING APPROVAL REQUIRED
  - RESTRICTRIONS FOR USE OF HOME ADDRESS FROM SUBMITTED
- RECLASSIFICATION – ZONING APPROVAL REQUIRED
  - RECLASSIFICATION APPROVED BY: \_\_\_\_\_ ZONING APPROVAL
- NEW TRADE NAME – CLERK OF CIRCUIT COURT REGISTRATION
  - REGISTRATION OF NEW FICTITIOUS NAME (\$10.00)
  - NEW FICTITIOUS NAME ALREADY REGISTERED (ATTACH DOCUMENTATION)
- NEW CORPORATION FROM SOLE PROPRIETOR
  - SOLE PROPRIETOR MUST BE THE ONLY OFFICER (ATTACH DOCUMENTATION)
  - \_\_\_\_\_ BUSINESS REVENUE AGENT
- NEW LIMITED LIABILITY COMPANY FROM SOLE PROPRIETOR
  - SOLE PROPRIETOR MUST BE THE ONLY MEMBER (ATTACH DOCUMENTATION)
  - \_\_\_ BL \_\_\_ BP \_\_\_ TT
- ADD SPOUSE NAME TO SOLE PROPRIETOR (MUST REGISTER NEW FICTIOUS NAME)
  - BOTH INDIVIDUALS MUST BE PRESENT

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ALL SIGNATURES MUST BE NOTARIZED UNLESS SIGNED IN THE PRESENCE OF A DEPUTY COMMISSIONER OF REVENUE.

NOTARY SIGNAURE \_\_\_\_\_ COMMISSION EXPIRES \_\_\_\_\_ DATE ACKNOWLEDGED & SWORN \_\_\_\_\_