



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:

<input type="checkbox"/> CHANGE OF ADDRESS – ZONING APPROVAL REQUIRED <input type="checkbox"/> RESIDENTIAL LOCATION - RESTRICTIONS FOR USE OF HOME ADDRESS FORM SUBMITTED <input type="checkbox"/> COMMERCIAL LOCATION - FIRE CODE FORM SUBMITTED	
<input type="checkbox"/> RECLASSIFICATION – ZONING APPROVAL REQUIRED <input type="checkbox"/> RECLASSIFICATION APPROVED BY:	ZONING APPROVAL
<input type="checkbox"/> NEW TRADE NAME – CLERK OF CIRCUIT COURT REGISTRATION <input type="checkbox"/> REGISTRATION OF NEW FICTITIOUS NAME (\$10.00) <input type="checkbox"/> NEW FICTITIOUS NAME ALREADY REGISTERED (ATTACH DOCUMENTATION)	PREPARED BY
<input type="checkbox"/> NEW CORPORATION FROM SOLE PROPRIETOR SOLE PROPRIETOR MUST BE THE ONLY OFFICER (ATTACH DOCUMENTATION)	
<input type="checkbox"/> NEW LIMITED LIABILITY COMPANY FROM SOLE PROPRIETOR SOLE PROPRIETOR MUST BE THE ONLY MEMBER (ATTACH DOCUMENTATION)	PROCESSED BY
<input type="checkbox"/> ADD SPOUSE NAME TO SOLE PROPRIETOR (MUST REGISTER NEW FICTITIOUS NAME) BOTH INDIVIDUALS MUST BE PRESENT	____ BL ____ BP ____ TT

SIGNATURE: _____ TITLE: _____
PRINT NAME: _____ DATE: _____

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

NOTARY SIGNATURE _____ COMMISSION EXPIRES _____ DATE ACKNOWLEDGED & SWORN _____