

**FORM 109-B MARYLAND CHANGE OF ADDRESS FOR BUSINESSES**

Business name	Federal identification number
Trade name (If different than above)	Central registration number

**OLD ADDRESS**

Street Address		APT, STE, RM (if applicable)
Mailing Address (If different than above or P.O. Box if Post Office does not deliver to your Street Address)		
City or Town	State	ZIP code
Telephone number	Fax number (Optional)	Email address (Optional)

**NEW ADDRESS**

Street Address		APT, STE, RM (if applicable)
Mailing Address (If different than above or P.O. Box if Post Office does not deliver to your Street Address)		
City or Town	State	ZIP code
Telephone number	Fax number (Optional)	Email address (Optional)

Please update my address information per the information above. I certify that the foregoing information is true, correct and accurate to the best of my knowledge.

\_\_\_\_\_

Print name

\_\_\_\_\_

Title (Owner, Partner or Officer)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**FORM**  
**109-B** **MARYLAND CHANGE OF ADDRESS**  
**FOR BUSINESSES INSTRUCTIONS**

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**General Information**

You can use Form 109-B to notify the Comptroller of Maryland that you have changed your business mailing address. If you have changed both your home and business mailing addresses, please submit Form 109-B along with Form 109-I.

**Filling out Form 109-B**

- Please print using blue or black ink.
- Enter OLD address information in the first section; enter NEW address in the second section.
- Be sure to include any apartment, room, or suite number information using the common designators as shown below.

**Common Designators**

The most common unit designators are:

Apartment	APT
Building	BLDG
Floor	FL
Suite	STE
Unit	UNIT
Room	RM
Department	DEPT

- Only enter P.O. Box information if your post office does not deliver mail to your street address.
- Do not use “#” signs or other special characters, except the dash in the “ZIP code” field when a 9-digit ZIP is used.
- Please remember to sign and date the form prior to submission.

**For more information**

Visit our Web site at [www.marylandtaxes.com](http://www.marylandtaxes.com) or call Taxpayer Service at 410-260-7980 in Central Maryland or 1-800-638-2937 from elsewhere. For the hearing impaired: Maryland Relay Service 711.

**Mail to:**

**COMPTROLLER OF MARYLAND**  
**REVENUE ADMINISTRATION DIVISION**  
**TAXPAYER IDENTIFICATION**  
**110 CARROLL STREET**  
**ANNAPOLIS MD 21411-0001**