

DELAWARE FORM CREQ / SREQ
Corporate Income Tax Request for Change Form
INSTRUCTIONS

Use this form to make corrections or changes to your name, address, account number or taxable year-ending date. Also use this Request for Change form if you have gone out of business and indicate the date your business ceased operations.

Please Note: The C corporate Income Tax Request for Change (CREQ) form only makes changes to your C corporate account in our Business Master File. If you need to make similar changes to your S corporation license, and/or withholding accounts, please complete the S corporation Request for Change (SREQ) form, the License Request for Change form or the Withholding Request for Change form respectively for each type of tax.

Step-by-Step Instructions

Please enter your information as it appears on the Division of Revenue's current records

Account Number – Please enter the Federal Identification Number that the Delaware Division of Revenue currently has on file.

Business Name and Address – Please enter the business name and location address that the Delaware Division of Revenue currently listed as your business name and location address.

Fill-in any fields you wish to change on the Request for Change form below

Tax Year Ending Date – If you wish to change the tax year ending date, please enter your correct tax-year ending date.

Business FEIN or SSN – If you wish to change your business FEIN or SSN, please enter the correct information on the field. Otherwise, leave the field blank.

Effective Date – Please enter the date you would like this Request for Change form to go into effect.

Reason for Change – Please enter the reason for your changes (i.e. out of business, incorporated, moved).

New Business Location Address – If you wish to change the business location information, please enter your correct location address. Otherwise, leave the field blank.

New Mailing Address – Please enter your correct business mailing address.

Out of Business checkbox – Please check this box if your location has currently gone out of business. Please enter the date your location stopped operations in the date space provided.

Sign and date the form. Mail to the address listed on the form or fax to 302-577-8203.

If you have any questions, please call the Delaware Division of Revenue Business Master File Section
(302) 577-8778.